

The Graduate School

Graduate Student Petition

Name _____ Phone _____ Banner ID _____

Address _____ City _____ State _____ Zip _____

Division: Arts & Science Business Applied Science
 Education & Allied Professions Fine Arts

Department _____ Major/Degree _____

Student's Signature _____ Date: _____

What are you requesting?

<input type="checkbox"/> Extend time to complete degree beyond 5 years	<input type="checkbox"/> Grade change
<input type="checkbox"/> Retain credit for courses taken more than 5 years ago	<input type="checkbox"/> Retain assistantship with fewer than 10 credit hours
<input type="checkbox"/> Change course credit from undergraduate (400) to graduate (500)	<input type="checkbox"/> Register for 9 hours in a summer term
<input type="checkbox"/> Remove W/F grade due to incorrect or unintended enrollment Crs #, Name & Hrs _____	<input type="checkbox"/> Hold assistantship with more than 14 hours
<input type="checkbox"/> Remain in program with below-minimum GPA Credit Hrs completed: _____ Cr Hrs reqd for completion of degree: _____	<input type="checkbox"/> Other
GPA at time of petition: _____ Student must provide one unofficial transcript.	

State your specific request or on a separate page*. Include a detailed explanation of your reasons for the request. You may attach additional documents which support your request.

***The following petitions are handled at the divisional level and reported to Graduate Council at the end of each semester:** first-time request for an extension of the time limit to finish a degree; registration for nine hours in a summer session; substitution of a course to fulfill degree requirements; credit for coursework which is more than 5 years old; transfer of hours from one degree program to another; registration with a combination of graduate and undergraduate hours.

***All petitions not mentioned above should be sent to the Student Petitions Subcommittee of Graduate Council.** However, students in the School of Education and Allied Professions and the School of Business must submit their petition first to the divisional committee. Examples of petitions which will be handled by the Subcommittee are: a second request for an extension of the time limit to finish a degree; any request for a change to the academic record; a request to hold a graduate award without full graduate registration; a request to be reinstated in the Graduate School.

After obtaining all necessary signatures and comments, forward this petition and any attachments to the appropriate office:

- Education and Allied Professions (SEAP): Administrative Services Office, 207 McGuffey Hall
- School of Business Administration (SBA): Graduate Studies Office, 104 Laws Hall
- School of Engineering and Applied Science (SEAS): Bonham House
- School of Fine Arts (SFA): 112 Heistand Hall
- College of Arts and Science (CAS): 143 Upham Hall
- The Graduate School: 102 Roudebush Hall

You will be notified in writing after the petition has been presented to the Graduate Council. Petitions should be submitted at least 10 working days in advance of the Graduate Council meeting date (see below). The Graduate Council meets on the following dates in 2007-2008:

September 11, 2007	November 13, 2007	January 17, 2008	March 11, 2008
October 9, 2007	December 11, 2007	February 12, 2008	April 8, 2008

Instructor's Comments: Only required for students requesting a grade change

Recommendation:

Signature:

Date:

Advisor's Comments: Required for petitions from degree-seeking students

Recommendation:

Signature:

Date:

Department Chair's Comments: The Director of Graduate Studies may sign for the Department Chair

Recommendation:

Signature:

Date:

Divisional Committee's Comments: Only required for students in the School of Education and Allied Professions (SEAP) or in the Richard T. Farmer School of Business (SBA)

Recommendation:

Signature:

Date:

For Office Use Only

Undergrad GPA _____ Hrs. _____ Admission Status _____

Graduate GPA _____ Hrs. _____ Date Admitted _____

Petition Committee Recommendation: Approved ___ Declined ___ Date _____

Graduate Council Action: Approved ___ Declined ___ Date _____

Signature of the Graduate Council Official: _____ Date _____