

General Petition Form

INSTRUCTIONS: If you are a degree-seeking student in The Graduate School, and you desire to initiate a formal petition 1) to advance from Probationary to Classified status, 2) to seek admission into a doctoral program after recently undertaking Master’s degree study through The Graduate School, 3) to change in your present academic program (e.g., the degree sought, the major field, add or delete a formal minor or parallel certificate), 4) to seek advanced standing in your degree-program, 5) to transfer graduate credit from another university, or 6) to request an extension of your assigned time to-degree period, *use the petition-form prepared for the specific request*. If you have another request, use this form to initiate it.

In the space below, summarize your request. Please attach to this form a letter to your major field and to the Dean of The Graduate School (and any pertinent, supporting documentation), detailing the request and providing the rationale for approval from your standpoint. Your petition-form with attachment(s), if any, must be transmitted first to your academic adviser, then routed to your major-field chairperson, and finally sent to the Academic Dean of The Graduate School, 106 Verhaegen Hall, Frost Campus. You, the student, are responsible for this routing.

I petition _____

Date: _____ Signature: _____

Print Name: _____ SID: _____
 (Last Name) (First Name) (M.I.)

E-mail Address: _____ Local Phone No. _____

Local Address: _____
 (No. and Street, Apt./Box No.) (City) (State) (Zip Code)

I recommend approval denial
 of this petition. Signed: _____
 (Advisor) (Date)

I recommend approval denial
 of this petition. Signed: _____
 (Major-Field Chairperson) (Date)

Remarks and/or Special
 Conditions of the Major Field: _____

Petition is approved denied by The Graduate School on _____

Remarks/Conditions: _____

Signed: _____ Title: _____

Copies sent to Student Advisor Major-Field Chairperson on _____ 5/01