

Process Flow for Forms and Petitions

Title of Forms/Petition/Information	Form/ Pet/Info	Initiated By	1st Recommendation	2nd Recommendation	3rd Recommendation	Final approval	Retain Original	Copy 1	Copy 2	Copy 3	Copy 4	Copy 5	Updates Banner
Application Decision Form	Form	Department	Chairperson or Director Major Field			Dean/Director/ Designee	Admissions- Graduate Ed+	Chairperson or Director	Dean/Director/ Designee				Admission- Graduate Ed
Application for Candidacy-Doctor of Education	Form	Candidacy Advisor	Student	Advisor	Chairperson	AVP-Grad	Candidacy Advisor	Student	Advisor	Chairperson			Candidacy Advisor
Application for Candidacy-Doctor of Philosophy	Form	Candidacy Advisor	Student	Chairperson or Director	Minor Field	AVP-Grad	Candidacy Advisor	Student	Advisor	Chairperson or Director			Candidacy Advisor
Application for Degree-Doctoral	Form	Candidacy Advisor	Student	Candidacy Advisor		AVP-Grad	Candidacy Advisor	Registrar	Dean or Director				Registrar
Application for Degree-Masters	Form	Student	Candidacy Advisor			AVP-Grad	Candidacy Advisor	Registrar	Dean or Director				Registrar
Application for USX Short Term Loan	Form	Student	Candidacy Advisor	AVP-Grad		Student Financial Services	*SFS-Associate	Student Financial Services	Student				
Ballot-Doctor of Philosophy-Dissertation	Form	Candidacy Advisor				Committee	Candidacy Advisor						
Ballot-Doctor of Education-Project	Form	Candidacy Advisor				Committee	Candidacy Advisor						
Ballot-Doctoral Oral Exam	Form	Candidacy Advisor				Committee	Candidacy Advisor						
Ballot-Masters Oral Exam	Form	Candidacy Advisor				Committee	Candidacy Advisor						
Ballot-Masters Thesis	Form	Candidacy Advisor				Committee	Candidacy Advisor						
Candidacy Form-Masters	Form	Candidacy Advisor	Student	Advisor	Chairperson or Director	Dean/Director/ Designee	Candidacy Advisor	Advisor					Candidacy Advisor
Certificate Transmittal Form	Form	Chairperson or Director	Chairperson or Director	Dean or Designee		Registrar	Registrar	Chairperson or Director					Registrar
Certification Request Form	Form	Student				Dean/Director/ Designee	Dean/Director/ Designee						
Change of Grade	Form	Instructor	Dean/Director/ Designee			Registrar	Registrar						Registrar
Change of Registration-in compliance with University Policy	Form	Student or Advisor	Instructor	Advisor		Dean/Director/ Designee	Registrar						Registrar
Change of Registration-non-compliance with University Policy	Form	Student or Advisor	Instructor	Advisor	Dean/Director/ Designee	AVP-Grad	Registrar						Registrar
Dissertation Proposal/Prospectus	Form	Candidacy Advisor	Student	Mentor and Readers	Chairperson or Director	Notification Only	Candidacy Advisor	Student	Advisor	Chairperson or Director			
Doctoral Oral Exam Form	Form	Student or Advisor	Chairperson or Director			Notification Only	Candidacy Advisor						
Master's Thesis Proposal/Prospectus	Form	Student	Mentor and Readers	Chairperson or Director		Notification Only	Candidacy Advisor						
Notification of Readiness	Form	Student or Advisor				Dissertation Chairperson	Candidacy Advisor	Newslink	Website				
Shortened Title Form for Thesis/Project/Dissertation	Form	Student				Notification Only	Candidacy Advisor	Bindery					
Evaluation Advanced Standing-Doctoral Student	Form	Chairperson or Director				Dean/Director/ Designee	Dean/Director/ Designee	Student	Chairperson or Director	AVP-Grad			
Exit Questionnaire	Form	Student				N/A	Candidacy Advisor						
Candidacy Procedures-Doctor of Education	Info					N/A							
Candidacy Procedures-Non-Research Masters	Info					N/A							
Candidacy Procedures-Doctor of Philosophy	Info					N/A							
Candidacy Procedures-Research Masters	Info					N/A							
General Petition	Petition	Student	Advisor	Chairperson or Director		Dean/Director/ Designee	Dean/Director/ Designee	Student	Advisor	Chairperson or Director	AVP-Grad		Candidacy Advisor/Registrar
Petition by an Undergraduate Student to Enroll in Graduate Coursework	Petition	Student	Instructor	Chairperson or Director	Dean/Director Undergraduate	Dean/Director/ Designee Graduate	Refer to Instructions**	Student	Advisor	Chairperson or Director	Refer to Instructions**	Registrar	Registrar
Petition for Transfer of Graduate Credit	Petition	Student	Advisor	Chairperson or Director		Dean/Director/ Designee	Dean/Director/ Designee	Student	Advisor	Chairperson or Director	Registrar		Registrar

Petition to Advance from Probationary to Classified Status	Petition	Chairperson or Director	Chairperson or Director	Advisor		Dean/Director/Designee	Dean/Director/Designee	Student	Advisor	Chairperson or Director	Graduate Education-Admissions		Graduate Education-Admissions
Petition to Pursue a Certificate within a Graduate Program	Petition	Student	Chairperson or Director	Certificate Director		Dean/Director/Designee	Dean/Director/Designee	Student	Chairperson or Director	Certificate Director	Registrar		Registrar
Petition for Admission into Doctoral Program	Petition	Student	Chairperson or Director	Minor Field		Dean/Director/Designee	Dean/Director/Designee	Student	Minor Field	Chairperson or Director	Registrar		Registrar
Petition for Extension of the Time Period to Complete Degree Requirements	Petition	Student	Advisor	Chairperson or Director	Dean/Director/Designee	AVP-Grad	AVP-Grad	Student	Advisor	Chairperson or Director	Dean/Director/Designee		Candidacy Advisor
Petition to Amend the Graduate Program	Petition	Student or Advisor	Chairperson or Director	Minor Field		Dean/Director/Designee	Dean/Director/Designee	Student	Advisor	Chairperson or Director	Registrar		Registrar
Petition to Defer Graduate	Petition	Student	Advisor	Chairperson or Director		Dean/Director/Designee	Candidacy Advisor						Registrar

All final approvals are contingent upon consistency with University Policy, Approver is responsible for distribution of copies, except for +: *Student Financial Services (SFS);**See #5 of Instructions with Form