**Graduate Petition Form**

**College of Science**

Academic rules and regulations of graduate programs, as described in the University Catalog and implemented by programs may be petitioned for reconsideration, where indicated. Please complete this form to the best of your knowledge, and be prepared to provide a logical reason to support your petition. Grade disputes and other course-related grievances should not use this process, but should instead follow the University’s Academic Grievance process. Petitions requesting waiver of tuition, GTA English language requirements, fees, or parking tickets cannot be approved through the graduate petition process.

1. Provide your name, ID number and the date of your petition.

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| --- | --- | --- | --- |
| Last Name | Click or tap here to enter text. | ID Number | Click or tap here to enter text. |
| First Name | Click or tap here to enter text. | Date | Click or tap to enter a date. |

1. Enter your degree level and department, along with the semester and year for which you currently want to enroll.

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| --- | --- | --- | --- |
| Degree level (PhD or MS) | Click or tap here to enter text. | Department | Click or tap here to enter text. |
| Semester | Click or tap here to enter text. | Year | Click or tap here to enter text. |

1. Describe the decision you want to petition. Common examples include sanctions for having a low GPA, and sanctions for not showing achievement of English language proficiency.

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| Describe the decision you want to petition |
| Click or tap here to enter text. |

1. Describe the reasons and justifications for granting the petition. These usually include plans for addressing the circumstances leading to the policy implemented, such as planned coursework and a timeline for raising the GPA or showing achievement of English proficiency.

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| Describe the reason or justification for your petition |
| Click or tap here to enter text. |

1. Obtain the necessary approvals. Email or deliver your completed form to your Graduate Advisor. It must be approved by the Advisor, the Chair of the program’s Graduate Studies Committee, and the Associate Dean for Graduate Studies. The Graduate Advisor is responsible for routing the petition through approvals.

**APPROVALS**

|  |  |
| --- | --- |
| **Graduate Advisor**  **Approve**  **Decline** | |
| Name | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| Comments | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Chair of the Graduate Studies Committee**  **Approve**  **Decline** | |
| Name | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| Comments | Click or tap here to enter text. |

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| --- | --- |
| **Associate Dean of Graduate Studies**  **Approve**  **Decline** | |
| Name | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| Comments | Click or tap here to enter text. |