

Subject: Guidelines for Petition Development

From: Graduate Studies Committee

Date: May 19, 2003

The Graduate Studies Committee has developed these guidelines to assist College of Education and Human Services Faculty Advisors in preparing *academic petitions* prior to submitting it to the University's School of Graduate Studies.

- First, the Faculty advisor confers with the student to determine if it is a petitionable item.
- Second, the petition is taken to the Graduate School and logged in.
- Third, it is returned to the College of Education and Human Services Office of Graduate Programs (we log it in).
- Fourth, it is then forwarded to the Academic Advisor for review, recommendation and signature.
- Finally, the Chair or Program Director provides a recommendation and signature.

The academic petition is then returned to the Office of Graduate Programs, CEHS, who forwards it to the Graduate Studies Committee for action.

<u>Common Academic Petition Items</u>	<u>Graduate School Rule</u>	<u>Probable Decision</u>
1. Student wants to remove “C” or lower grade from transcript	5.20, p. 23	No, only the instructor can change grade – Must have instructor recommendation on WD, grade, etc.
2. Student wants to extend 7-year Rule for completion of degree	6.40, p. 26	Yes, Ss can initiate an academic petition – Must cite evidence to support request, e.g. medical illness.
3. Student wants a retroactive late withdrawal from a graduate course due to illness, advisor mistake, missed specific WD dates.	3.60, p. 17	Yes, student can petition – Must submit supporting evidence, e.g. medical illness, advising mistake.
4. Student wants to remove a course from transcript that was not part of POS	<u>6.126, p.30</u>	No, Graduate school <u>does not</u> approve cosmetic changes.
5. Student wants to have workshop hours in <u>excess of 12 hours</u> accepted for degree credit	4.42, p. 19	No, Graduate school limit is 12 hours.
6. Student wants non-degree credits in excess of 50% to count toward degree hours	4.43, p. 19	No, Graduate school will not permit use of graduate course work beyond 50%. (Advisor may be able to adjust Program of Study credit hours.)
7. Student wants to transfer graduate credits in excess of 12 hours	4.72, p. 20	No, rule permits only 12 hours may be transferred. Must be transferred within the 7-year rule.
8. Student wants to transfer graduate credits to be used as part of a second masters program	6.101, p. 28	No, all course work must be WSU graduate credit (<u>a minimum</u> 33 hour residency requirement).

Note: All academic petitions must provide supporting rationale with documentation. Petitions must be written legibly, use correct grammar or they will be returned to the student for correction and/or clarification, see Rule 6.120, p. 29-30. In sum, the students need to provide detailed information of what action they are requesting. Consult the Graduate Catalog, 2002-04, pp. 44-51

Note: GSC recommends approval May 14, 2003.