Petitions Flow Chart

Academic Petitions are **salmon** and are needed if student needs to extend 7yr. Rule, transfer more than 12 credits, took more than 50% of classes out of degree status.

Admission Petitions are **yellow** and needed if student has GPA <2.7, MAT <30, or GRE <800.

Step 1: After conferring with the advisor, student completes petition as completely as possible and submits to School of Graduate Studies (E344- Student Union).

Step 2: SOGS will send petitions with relevant information to Office of Graduate Programs who will log them into database and track their status.

Step 3: Academic petitions will be sent to advisor for consideration and then returned to Graduate Programs (378 Allyn).

Step 4: Petition is then sent to department chair for signature and returned to Graduate Programs.

Step 5: Petition will be considered by Graduate Studies Committee at monthly meeting- decision will be recorded by Grad. Programs.

Step 3: Admission petitions will be sent to department chair for signature and returned to Graduate Programs (378 Allyn)

Step 4: Petition is sent to Graduate Studies Committee Chair for review and signature.

Step 5: Graduate Programs will log decision and send to SOGS.

Petitions then returned to School of Graduate Studies (E344- Student Union) to be processed and letter sent to student to notify them of decision.

Note: Prepared by RMH, GA, Office of Graduate Programs, August 23, 2004. (Draft)