

GRADUATE STUDENT PETITION

INSTRUCTIONS (additional instructions on the following pages)

Please read Instructions for filing a Graduate Student Petition before completing the petition.

Students complete the petition in consultation with their adviser. The petition is used to request an exception to the Graduate College policies, requirements, or deadlines. After the adviser and department have made their recommendations, the Graduate Student Petition should be submitted to Graduate Student Academic Services, 204 Coble Hall, 801 South Wright Street (MC-322), Champaign, IL 61820. Please provide complete and thorough explanation and documentation of the reasons for your request to ensure speedy consideration. Lack of information may result in delays or denials of the request.

Form fields for UIN, E-MAIL ADDRESS, DATE OF BIRTH, TODAY'S DATE, LAST NAME, FIRST NAME, MIDDLE INITIAL, STUDENT'S CURRENT DEPARTMENT, STREET ADDRESS, DEGREE IN PROGRESS (MS, MA, PhD, etc.), TERM OF ADMISSION, CITY, STATE, ZIP CODE, DAYTIME PHONE, EXPECTED GRADUATION TERM.

INTERNATIONAL STUDENTS: What visa status do you currently hold (F-1, J-1, H1B, etc.)? *****

REQUEST: Please choose all requests that apply and complete the explanation section.

- 1. [] Change or Add Curriculum for Current or Future Term
2. [] Add or drop a Graduate Minor or Concentration
3. [] Re-entry (Re-Entry Data Form Required)
4. [] Time Extension (Expected Graduation Date)
5. [] Use of Coursework more than 5 years for Master's Degree and Certificates of Advanced Study
6. [] Use of Old Coursework for Doctoral Degree
7. [] Overload
8. [] Transfer Courses from One Graduate Degree to Another
9. [] Transfer Courses Taken as a Non-Degree Student at the University of Illinois at Urbana-Champaign
10. [] Transfer Courses Taken while enrolled as a Undergraduate or Professional (Law/Vet Med) student at University of Illinois Urbana-Champaign toward a Graduate Degree
11. [] Transfer Course(s) from another Accredited Institution
12. [] Grade Mode Change after Deadline (Standard, Credit/No Credit or Audit)
13. [] Extend Time for 'T' or 'DFR' Grade
14. [] Retroactive Add or Change to Credit Hours to a Course
15. [] Retroactive Drop of a Course
16. [] Withdrawal/Cancellation from University after Deadline (Withdrawal/Cancellation Form required)
17. [] Reinstatement after Dismissal for Low GPA
18. [] Thesis, Dissertation, and/or committee policy exceptions
19. [] Other (Please specify)

Graduate College Decision:

Entered into Petition database: date/initials pre-check: initials Date Notified/initials:

Decision/Date:

UIN: _____

Student's Name: _____

INSTRUCTIONS FOR COMMENTS AND RECOMMENDATIONS

Comments and Recommendations should be indicated below. The more unusual or major the request, the more detailed the comments should be. Petitions with minimal comments such as "support" may be returned for more detail. All petitions require a **minimum of two different signatures**. A signature from the student's adviser is required. The second signature must be from another person designated as being an "authorized signature" for graduate petitions. See **Instructions for Filing a Graduate Student Petition** for any additional required information. Rubber-stamped signatures will not be accepted under any circumstances. If relevant, please attach additional letters and forms.

Required Signatures

Student's Adviser Comments and Recommendations		
_____ _____ _____ _____		
Dept	Name (print or type)	Signature/Date

Departmental Authorized Signature Comments and Recommendations		
_____ _____ _____ _____		
Dept	Name (print or type)	Signature/Date

Additional Signatures

Course Instructor Comments and Recommendations		
_____ _____ _____ _____		
Dept	Name (print or type)	Signature/Date

Second Department or College Comments and Recommendations		
_____ _____ _____ _____		
Dept	Name (print or type)	Signature/Date

Other Comments and Recommendations		
_____ _____ _____ _____		
Dept	Name (print or type)	Signature/Date

Completed petitions should be submitted to:
Graduate Student Academic Services, 204 Coble Hall, 801 South Wright Street, MC-322, Champaign, IL 61820.