

Your petition is a request that the School of Graduate Studies regulation be waived. As with any request, it will be processed quickly if you write our petition clearly and concisely and complete all applicable items on the form. Your petition need not be typed; however, if your handwriting cannot be interpreted or your request is not clearly written, the petition will be returned to you for clarification. In addition, a current and accurate program of study must be on file in the School of Graduate Studies before your petition will be processed.

Some tips on petitioning:

- When requesting an extension to the seven year limit for completing degree requirements, state the specific academic quarter and year by which you intend to complete the requirements. Requests for an unspecified amount of time will be tabled for clarification.
- If you are petitioning to transfer more than twelve hours of graduate coursework into your graduate program, you must have on file in the School of Graduate Studies official transcripts for all courses for which you desire transfer credit.

Return the completed petition form to the School of Graduate Studies, 344 Student Union. Your petition will be forwarded to your academic program and then to the appropriate college/school petitions committee for review and recommendation to the Dean, School of Graduate Studies. The processing time of your petition is dependent on the meeting dates of the petitions committees. Consequently, it is difficult to predict, with accuracy, when a final decision will be made. You will receive written notification of the final decision.

If you have any questions concerning your petition or the petitions process, please contact Gerald C. Malicki, Assistant Dean and Director of Graduate Admissions and Records.



WRIGHT STATE
UNIVERSITY

Graduate Academic Petition

School of
Graduate Studies

775-2976 / 344 SU

Please state your petition clearly and precisely after you have consulted with your advisor. If additional space is required for your comments, please attach your statement to this form. If you are asking for a waiver of more than one policy, please use a separate form for each request. All supporting statements or data (instructor's comments, doctor's statements, etc.) should be attached to this form and should be submitted to the School of Graduate Studies, 344 Student Union.

This form is not to be used for petitioning for admission or readmission to the School of Graduate Studies.

Name _____ SSN _____

Address _____
 Street _____
 City _____ State _____ Zip _____

Home Phone _____ Work / Cell Phone _____

Email _____ Anticipated Graduation Date _____

WSU College/School _____ WSU Grad Major _____

I request _____

My reasons are _____

Signature of Student: _____

Date: _____

(continued on back)

Advisor's Comments and Recommendation Approve Deny

Signature of Advisor: Date

Department or Program Recommendation Approve Deny

Signature of Chair or Director: Date

College / School Graduate or Petitions Committee's Comments & Recommendations Approve Deny

Signature of Committee Chair: Date

School of Graduate Studies Agree with Committee's recommendation
 Disagree with Committee's recommendation
Send to Student Affairs Committee for decision

Comments _____

Signature of Dean, School of Graduate Studies: Date

Student Affairs Committee Comments Approve Deny

Signature of Chair, Student Affairs Committee: Date
