

Your petition is a request that a Graduate School regulation be waived. As with any request, it will be processed quickly if you write your 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 Graduate School 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 semester 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 Graduate School official transcripts for all courses for which you desire transfer credit.

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 of the Graduate School. 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 be advised of the results of your petition by email.**

This form may be hand-carried, mailed, emailed, (wsugrad@wright.edu), or faxed, (937-775-2453), to this office located in E344 Student Union. When submitting your petition electronically, please sign the document with your name and W#. Also, include your last name and UID in the title of the document. (example: smith_u00000000_academic_petition.pdf)

If you have any questions concerning your petition or the petitions process, you may contact Erika Gilles at erika.gilles@wright.edu.



Graduate Academic Petition

Graduate School

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 Graduate School, 344 Student Union.

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

Name _____ UID (SSN if UID unknown) _____

Address _____ Street _____

City _____ State _____ Zip _____

Home Phone _____ Work / Cell Phone _____

Email _____ Anticipated Graduation Date _____

WSU College/School _____ WSU Grad Program _____

I request

My reasons are

Student Signature/W# _____ Date: _____

Continued:

Advisor's Comments and Recommendation

Approve

Deny

Signature of Advisor/W#: _____

Date: _____

Department or Program Recommendation

Approve

Deny

Signature of Chair or Director/W#: _____

Date: _____

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

Approve

Deny

Signature of Committee Chair/W#: _____

Date: _____

Graduate School

Agree with Committee's recommendation
Disagree with Committee's recommendation
send to Student Affairs Committee

Signature of Dean of the Graduate School/W#: _____

Date: _____

Student Affairs Committee Comments

Approve

Deny

Signature of Chair, Student Affairs Committee/W#: _____

Date: _____

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