

Your petition is a request that a College of Graduate Programs and Honors Studies 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 College of Graduate Programs and Honors 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 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 College of Graduate Programs and Honors Studies 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 College of Graduate Programs and Honors 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 be advised of the results of your petition by email.**

This form may be hand-carried, mailed, or emailed, (wsugrad@wright.edu), to this office located in 160 University Hall. When submitting your petition electronically, please sign the document with your name and W#. Also, include your last name and your department's name in the title of the document.(**example: smith_department_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

College of Graduate Programs
and Honors Studies

775-2976

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 College of Graduate Programs and Honors Studies, 160 University Hall.

This form is not to be used for petitioning for admission or readmission to the College of Graduate Programs and Honors Studies.

Name _____ UID _____

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

Continued:

Course Instructor or Advisor's Comments and Recommendation

Approve Deny

Signature of Course Instructor or 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: _____

College of Graduate Programs and Honors Studies

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

Signature of Dean of the College of Graduate Programs and Honors Studies/W#: _____

Date: _____

Student Affairs Committee Comments

Approve Deny

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

Date: _____

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