

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 Curriculum for Current or Future Term
2. [] Add or drop a Graduate Minor or Concentration
3. [] Re-entry
4. [] Register "in absentia"
5. [] Time Extension
6. [] Use of Coursework more than 5 years for Master's Degree and Certificates of Advanced Study
7. [] Use of Old Coursework for Doctoral Degree
8. [] Overload
9. [] Late add to Degree List
10. [] Transfer Courses from One Graduate Degree to Another
11. [] Transfer Courses Taken as a Non-Degree Student at the University of Illinois at Urbana-Champaign
12. [] Transfer Graduate Courses Taken as an Undergraduate at the University of Illinois at Urbana-Champaign toward a Graduate Degree
13. [] Transfer Course(s) from another Accredited Institution
14. [] Course Level Change for Current or Past Term Course(s) (i.e. 1V to 1G, 1L to 1G)
15. [] Grade Mode Change after Deadline for Current Term or Past Term Courses (i.e. Standard to Credit/No Credit)
16. [] Adding a Course or Increasing or Decreasing Credit to a Past Term Course
17. [] Extend Time for "I" or "DFR" Grade
18. [] Drop a Course after the Drop Deadline for the Current Term without a Grade of W
19. [] Drop a Course Taken in a Past Term
20. [] Withdrawal/Cancellation from University after Deadline
21. [] Tuition Refund Request
22. [] Reinstatement after Dismissal for Low GPA
23. [] Other (Please specify)

Graduate College Decision: Date Received by GSAS:
Entered into Petition database: date/initials pre-check: initials
GSAS signature/date:
Decision made: Date Notified/initials:

UIN: _____ **Student's Name:** _____

EXPLANATION SECTION

Required for all requests. Please be very detailed include dates, medical documentation, and other supporting documentation for your request.

Student Signature

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. Please See **Instructions for Filing a Graduate Student Petition** for any additional required signatures. 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 Recommendation		
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.