

Petition to the Graduate Committee

Instruction Sheet

- 1. Personal Information:** Provide all information, especially your 9-digit Shepherd ID number (found on the back of your Rambler card), and your @rams.shepherd.edu email address (so that we can send notification of the decision following the meet-ing).
- 2. Request Permission To:** Select the requested action from the drop-down list. If you do not see what you are requesting in the drop-down list, describe it briefly in the space provided. **If you are requesting a course-related action (add, drop, withdraw, etc), you must also enter the term, CRN, Subject Code, Course Number, and Section Number for the course being petitioned (for example, Fall 2016, 31565, ENGL 699A-01) .**
- 3. Student Statement:** Describe your situation for the committee, outlining specifically why the procedures found in the University Catalog or Student handbook were not followed in this matter. Remember that your statement is your representation to the committee: it does not need to be long, but it does need to be clear and complete, and should be written appropriately for presentation to university faculty (in other words, pay attention to spelling and grammar, please).

When you have completed the Petition form and the Student Statement, print it and take it for signatures in this order:

- 4. Advisor Signature:** Required. Advisor must sign both the petition and the Student Statement. Advisors must indicate whether they “Support” or “Do Not Support” your petition. In addition, the committee welcomes and takes into serious consideration any comments written by the advisor.
- 5. Instructor Signature:** Required ONLY IF you are requesting a **course-related action (add, drop, withdraw, etc)**. Instructors must indicate whether they “Support” or “Do Not Support” your petition. In addition, the committee welcomes and takes into serious consideration any comments written by the instructor.
- 6. Graduate Coordinator Signature:** Required. Graduate Coordinator must indicate whether they “Support” or “Do Not Support” your petition. In addition, the committee welcomes and takes into serious consideration any comments written by the department chair. Please note the following:
 - a. If the requested action is course-related (add, drop, withdraw, etc), secure the signature of the Instructor, Graduate Coordinator, or Advisor of the program that utilizes the course.**
 - b. If the requested action is student-related (return from suspension, apply late for graduation, etc), secure the signature of the Graduate Coordinator of your degree program.**

Finally, return the completed and signed petition to the Graduate Studies Office (Byrd Science, Rm 212) for processing. The Registrar's office will notify you (shepherd.edu email) of the committee's decision.

I have read and I understand these instructions. Next Page >>

Petition to the Graduate Committee

Date form initiated by student:

Date form returned:

mm/dd/yyyy

Name: _____ Student Identification Number: _____

E-mail Address: _____@rams.shepherd.edu

Graduate Program Degree: _____ Concentration: _____

Does Petition involve the final 12 hours required for the degree? Yes No

REQUESTS PERMISSION TO:

ADD CRN: _____ SUBJ: _____ CRS.NO.: _____ SECTION: _____
DROP CRN: _____ SUBJ: _____ CRS.NO.: _____ SECTION: _____
WITHDRAW CRN: _____ SUBJ: _____ CRS.NO.: _____ SECTION: _____

Other Request: _____

Click here to add your Letter of Explanation.
Your academic advisor must sign your Letter of Explanation.

Advisor's Signature: _____ Date: _____ Support Do Not Support
Comments: _____

Instructor's Signature: _____ Date: _____ Support Do Not Support
Comments: _____

Program Coordinator's Signature: _____ Date: _____ Support Do Not Support
Comments: _____

Action by Graduate Committee:
 Approved Not Approved Additional Information Requested No Action Taken

Comments: _____

Graduate Committee Chair's Signature

Date

Petition to the Graduate Committee

Letter of Explanation

Must be signed by your advisor and submitted with your petition form. For credit overload under 3.00, include your full planned schedule.

Your Signature: _____ Advisor's Signature: _____

PRINT