

GRADUATE STUDENT PETITION

DATE: _____

STUDENT NAME: _____ STUDENT ID: _____

E-MAIL: _____@JAGUAR.TAMU.EDU PHONE: _____

DEGREE: _____ MAJOR(S): _____ CATALOG YEAR: _____

CONCENTRATION: _____

THIS PETITION IS FOR:

- | | |
|--|--|
| <input type="checkbox"/> MAJOR COURSE REQUIREMENT | <input type="checkbox"/> WAIVER OF REQUIREMENT FIVE YEAR CATALOG POLICY |
| <input type="checkbox"/> SUPPORT WORK COURSE REQUIREMENT | <input type="checkbox"/> WAIVER OF REQUIREMENT FIVE YEAR COURSE/S POLICY |
| <input type="checkbox"/> REQUEST TO TRANSFER COURSE/S | |
| <input type="checkbox"/> OTHER REQUEST: _____ | |

FOR COURSE SUBSTITUTIONS/COURSE LONGEVITY:

List the following information about the course that you want considered. In addition to your unofficial transcript printed from JagWire, you must also attach a course description and/or a course syllabus if requested substitute course is from another college or university.

REQUIRED COURSE	SUBSTITUTE COURSE-TERM	INSTITUTION NAME	JUSTIFICATION FOR SUBSTITUTION REQUEST	DECISION
				APPROVED DENIED
				APPROVED DENIED
				APPROVED DENIED
				APPROVED DENIED
				APPROVED DENIED

JUSTIFICATION FOR REQUEST:

Please provide additional information to support your request, including your future career and academic goals. Be sure to include any supporting documentation, such as transcripts, syllabi or course descriptions. If you are requesting a waiver of a requirement, please provide a detailed explanation of your request. If you wish to appeal your reinstatement, you will need to provide a written statement, which you can adequately discuss the circumstances that contributed to your current GPA. Your letter should be addressed to the Dean of Graduate Studies, Dr. Ting Liu.

INSTRUCTIONS FOR SUBMISSION:

Complete this form, attach supporting documentation such as an unofficial transcript, and documents contributed to your situation (i.e. medical, marriage, divorce, immediate family emergency, or birth of a child), and submit to the Academic Advisor. Your Academic Advisor will route it to the appropriate offices for review. Petitions make take up to two weeks for review. **Signature of Department Chair, College Dean and Dean of Graduate Studies are required for all requests to be considered final.**

X _____ DATE _____	_____
STUDENT SIGNATURE	STUDENT PRINT NAME
X _____ DATE _____	_____
ACADEMIC ADVISOR SIGNATURE	ACADEMIC ADVISOR PRINT NAME
X _____ DATE _____	_____
DEPARTMENT CHAIR SIGNATURE	DEPARTMENT CHAIR PRINT NAME
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
X _____ DATE _____	_____
COLLEGE DEAN SIGNATURE	COLLEGE DEAN PRINT NAME
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
X _____ DATE _____	_____
DEAN OF GRADUATE STUDIES SIGNATURE	DEAN OF GRADUATE STUDIES PRINT NAME
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	

FORM ROUTING: Student > Faculty Advisor --> Department Chair --> College Dean --> Dean-College of Graduate Studies --> Faculty Advisor --> Registrar
