

Petition/Appeal of University Requirements & Course Substitution (Graduate)

Students may petition university deadlines, request a waiver or substitution of certain university-wide academic requirements, or request a review of decisions affecting their academic status.

Petition:

Petition forms and information concerning *university* regulations may be secured from the Enrollment Services Office and the Graduate School. All such petitions must be requested using the *Student Petition for Exception to University-Wide Requirements* form. Graduate students should file petitions with the Graduate School. A \$10 petition processing fee is charged.

Course Substitution:

A request for a substitution concerning a *program* major, concentration, or other requirements should be directed to the appropriate department. Course substitutions typically are 5000 or 4000-level courses. No more than 20% of the total program units may deviate from the approved program. All such requests must be submitted using the *Course Substitution for Graduate Degree Program Requirement form* **prior to enrollment** in the course requested for substitution. Graduate students should file this form with the Graduate School. No processing fee is charged.

Graduate students may request a review of decisions affecting their academic status via the appeal process established by the department in which the graduate program resides. An Appeals Committee on Student Petitions has been established as advisory to the Provost. Petition decisions concerning academic status and certain academic requirements may be referred to the Appeals Committee via the Graduate School.

2/AS/09/GC Approved by President on April 5, 2009.