

Standard Petition Form

Part I: Student Information

Students should start the petition form by completing the powerforms in DocuSign with their pertinent information and then complete the student information portion before submitting.

Part II: Review by the Student Program Contact

The form will then be sent through DocuSign to the student's program contact for approval based on what was written in the powerform section of the form. Students should reference the [Program Contacts Table](#) on the Graduate School website to find their program contact. Once approved by the Program Contact the form will be sent to the Graduate School for review.

Explanation of Petitioned Items on Form

Change in Status: Full-Time to Part-Time: International students who hold F-1 or J-1 visa AND are on assistantship or are on Co-op are not eligible to change their status.

Part-Time to Full-Time: Students with minimum 3.000 GPA are eligible after successfully completing 8 SH of coursework while a part-time student. International students with H-1 visa are NOT eligible to change their status.

Core Course Waiver and Replacement: This option is to petition to waive a required (core) course and identify the course that will take its place. Please note, students must still fulfill the required semester hours for their degree program. Approval of this request is extremely rare unless supported by the research/faculty advisor(s).

Elective Outside of Approved Curriculum (MS Students Only): If the course you wish to take is not on the list of approved courses for your program, you must request permission from your research/faculty advisor(s) to take the course BEFORE registering for the course. Failure to obtain permission to take the course may result in the course not counting toward your graduate degree program requirements.

Increase Maximum Semester Hours: This option is to petition to increase your maximum semester hours for a given semester. Permission is granted on a semester by semester basis.