



# Graduate Academic Petition Form and Instructions

Office of Graduate and Continuing Studies – \* U D G X D W H D Q V X G H B O W K I O

OGCSadvising@ut.edu

## Part 1. Student Information

ID Number: \_\_\_\_\_

Program: \_\_\_\_\_

example: Fall 2017

Action(s) requested:

' Late Add-Course ' Late Add-Internship ' Late Drop Course ' Late Withdrawal -Course  
' Late Withdrawal -Semester ' Other (specify) \_\_\_\_\_

	Department Prefix (ex. HSC)	Number (ex. 100)	Section (ex. J-2)	Credit Hours
'WD 'Add ' Drop				
'WD 'Add ' Drop				
'WD 'Add ' Drop				
'WD 'Add ' Drop				
'WD 'Add ' Drop				

I have read detailed instructions and included appropriate supporting documentation.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to the Office of Graduate and Continuing Studies.

## Part 3. DECISION INFORMATION > 2) , & ( 8 6 ( 2 1 / < @

' Approved ' Denied ' No Decision ' Referred to: \_\_\_\_\_

Notes: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions:

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Complete all sections of this form.

Provide a personal statement explaining, as concisely as possible, your request. Address your letter to the Graduate Appeals Committee.

Your letter should be typed, double spaced, and limited to one side of one page. Please print your letter in black ink and sign handwritten letters will not be accepted;

Ensure supporting document is included such as statements from instructors, feedback from your faculty advisor, medical documentation, other pertinent documentation to your request as applicable

Deliver completed petition, personal statement, and supporting documentation to the attention of:

Graduate Appeals Committee  
Bur J U D G X D W H I G H P D L O W R

Note: A \$ late fee will be applied to your account for any approved schedule changes made after the add/drop deadline for the current semester. Additional tuition fees may apply. Before you petition, it is your responsibility to understand any possible ramifications, financial, academic, or otherwise

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