



Graduate Petition Form

1. **PETITIONER:** The nature of the petition must be specified by the petitioner and the following must be included:
 - a. A clear statement of why the policy is being petitioned, emphasizing the extenuating circumstances that led to the need for an exception to the policy.
 - b. For petitions involving courses, the course name and prefix must be included.
2. **FACULTY ADVISER/GRADUATE PROGRAM DIRECTOR:** A letter stating the rationale for supporting or not supporting the petition must accompany the petition. This letter should come from a faculty adviser or the graduate program director. If the petition is not being supported by the program, please provide an explanation as to why it is not being supported.
For petitions of the 7-Year Rule, the supporting letter should include:
 - a. A brief explanation addressing how the learned material in the expired coursework is still current and relative to the degree.
 - b. Details of whether the learned material has been refreshed by any extra-academic experiences (e.g., employment responsibilities, etc).
 - c. For degree programs (excluding Certificates), please include an annotated timeline of events leading to degree completion, including any remaining coursework, as well as thesis or dissertation requirements (e.g., Completed Chapter 1 (date), Submit Chapter 2 to adviser for review (date), etc).
3. All petition forms must be reviewed and signed by the adviser and program coordinator or department chair prior to being sent to the graduate council. **At least two different people must sign.** No stamped signatures.
4. At any time during the review process, the Graduate Council may request additional information from the parties involved in the petition.

STUDENT INFORMATION (Please Type or Print)

Date: _____

Family or Last Name: _____ First Name: _____

UCFID: _____ Home Phone: _____

Knights Email Address: _____

Expected Graduation Date (Required): Term: _____ Year: _____

Graduate Program: _____

Reviewed by	Supported	Not Supported	Print Name	Signature	Date
Adviser	<input type="checkbox"/>	<input type="checkbox"/>			
Program Director	<input type="checkbox"/>	<input type="checkbox"/>			
Department Chair	<input type="checkbox"/>	<input type="checkbox"/>			

Select Appropriate Petition Code:

- | | |
|--|---|
| <input type="checkbox"/> GSP30D: More than the allowable hrs of transfer work into doctoral program | <input type="checkbox"/> GSPCER: Graduate certificate course substitution |
| <input type="checkbox"/> GSP7YR: 7 year rule | <input type="checkbox"/> GSPIND: Independent study hrs: >6 hrs in master's |
| <input type="checkbox"/> GSP9MA: More than the allowable hrs of transfer work into a master's program | <input type="checkbox"/> GSPTR6: More than 6 hrs of Traveling Scholar hours |
| <input type="checkbox"/> GSPCAT: Reverting to old catalog year | <input type="checkbox"/> GSPW50: Waiver of 1/2 of min. degree requirements at 6000 level |
| | <input type="checkbox"/> GSPOTH: Other _____ |

Reviewed by	Supported	Not Supported	Print Name	Signature	Date
Graduate Council (when needed)	<input type="checkbox"/>	<input type="checkbox"/>			
UCF College of Graduate Studies	<input type="checkbox"/>	<input type="checkbox"/>			