Instructions for completing the **Petition to Graduate School** form

A student may appeal a decision related to any policy stated in the Graduate Catalog. The appeal begins in the department or academic unit where the degree program is located. A completed Petition to the Graduate School must be submitted first to the department or academic unit for their review and recommendation. Departments and academic units will designate the individual(s) authorized to review the appeal. The Petition will then be forwarded for review by the Graduate Dean. If the student is not satisfied with the Dean’s decision, the Petition will be forwarded to the Graduate Council for review. The Graduate Dean may request the Graduate Council to review exceptional cases or those in which there may be the appearance of a conflict of interest without first rendering a decision. The decision of the Graduate Council is final in all appeals submitted to it by the student or the Graduate Dean.

**How to use this form:**

**Step 1:** Fill in the name, address, phone number, mulemail (email) address, degree, and graduate assistant information.

**Step 2:** Choose the **Exemption Request Type:**

2a. **Refunds**

Requests for refunds by students withdrawing from the University are processed by the Vice President for Student Affairs. All other requests are reviewed by the Graduate Dean. Refunds will not normally be approved unless there was an administrative problem caused by the University which prevented the student from withdrawing from courses in a timely manner. Refunds may be considered in exceptional cases where the student was not able to withdraw or complete the course, such as a debilitating illness. Members of the military should consult the University policy governing refunds.

2b. **Enrollment Overload:**

See catalog for maximum course loads for students. Those with a half-time or more assistantship may not enroll in more than 12 hours. Requests for overloads from students with an assistantship will not normally be approved by the Graduate Dean.

2c. **Extension of Eight Year Rule**

The request for extension must include a detailed plan and timeline for completion of the degree. Extensions will normally be approved for only one or two semesters beyond the eight year limit.

2d. **Other Requests:**

Specify the request.

**Step 3:** State the **Reason for Exemption Request.** Please remember that your request must be clearly stated and the reasons you offer must be sufficiently compelling to waive University policy. If the space provided is not sufficient please feel free to attach an explanation and/or other supporting documents.

**Step 4:** If your request involves enrollment in courses please fill in **Course List.** Enter the CRN, Dept prefix, Course Number, No of Credit Hours and Course Title. To specify whether the listed course has to be added or removed from your course schedule, please enter the words **add** or **drop** in the **Add/Drop** column. The semester and year must be entered for each course in the Course List. For requests involving withdrawing from a course and/or requesting a refund for a withdrawn course, you must obtain the approval from the Instructor of the course. If several courses are listed and they are taught by different instructors, they may use the last column for signatures to show that they support the part of your request that is related to their course.

**Step 5:** Sign and date the form and then request your Instructor/Advisor to sign, date, and indicate their approval. If you cannot reach your Instructor/Advisor in person, you can have them email their approval to gradinfo@umo.edu.

**Step 6:** Return your signed petition to The Graduate School by mail or fax (address and fax number can be found on the header of Page 2). Once this has been done, the request will then go to the Dean of The Graduate School. If at any time you wish to check on the status of your application, you may contact The Graduate School at (660) 543-4621 or gradinfo@umo.edu.
Petition to Graduate School/Graduate Council

Name: ________________________________  Student #: ________________________________

Address: ________________________________  ________________________________  ________________________________  ________________________________
Street, Apt  City  State  Zip

Phone: ________________________________  ________________________________  ________________________________  ________________________________
Home  Office  Extn  Mobile

Email: ________________________________

Degree: ☐ EDSP  ☐ MA  ☐ MAT  ☐ MBA  ☐ MS  ☐ MSE  ☐ Non-Degree

Major:

Graduate Assistantship: ☐ I am a Graduate Assistant  ☐ I am NOT a Graduate Assistant

Exemption Request Type: ☐ Enrollment Overload  ☐ Refund  ☐ Extension of 8 Year Rule  ☐ Other

If you checked "Other", Please Specify: ____________________________________________

Reason for Exemption Request: ____________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Course List:

<table>
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<tr>
<th>CRN</th>
<th>Dept Prefix</th>
<th>Course Num-Sec</th>
<th>Course Title</th>
<th>Add Drop</th>
<th>Term</th>
<th>Instructor Signature</th>
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Signatures:

☐ Approved  ☐ Denied

Student: ________________________________  Date: ________________________________

Instructor/Advisor/Coordinator: ________________________________  Date: ________________________________

☐ Approved  ☐ Denied

Dean of The Graduate School: ________________________________  Date: ________________________________

Form Color: White  Revised: Feb 2007