UNIVERSITY of HOUSTON | GRADUATE SCHOOL

GRADUATE and PROFESSIONAL STUDENT PETITION

gradschool@uh.edu

"State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect."

Name: Last First Middle

myUH ID: Contact Phone Number:

UH EMAIL ALIAS: **@UH.EDU** Students are required to maintain a valid destination email address in their myUH account

Current Student Information Career Select... Program Select... Plan Code

Petition Effective Term Year Select...

NOTE: Unless otherwise stated and approved, all petitions are effective at the start of the next academic term. All administrative actions become effective the day they are processed, unless otherwise stipulated and approved via petition. All petitions should be submitted to the advising office in the department of their degree objective to begin the approval process.

PURPOSE OF PETITION

- ☐ 1. Update program status/action (term activate, discontinue, etc)
- ☐ 2. Admissions status change (ex: conditional to unconditional)
- ☐ 3. Add new concurrent degree or certificate objective (career/program/plan)
- ☐ 4. Change current degree objective (program/plan)
- ☐ 5. Degree requirement exception or approved course substitution
- ☐ 6. Leave of Absence (include specific term) (Attach supporting documentation)
- ☐ 7. Reinstatement to discontinued career (provide explanation)
- ☐ 8. Request to apply to graduate after the late filing period deadline
- ☐ 9. Transfer Credit [One Institution per petition]
  - Institution Name
  - City/State/Zip
  - Hours Previously Transferred:
  - Transfer Credits on this request:
  - Courses Approved for Transfer: Catalog #: Sem/Qtr Taken: / Catalog #: Sem/Qtr Taken: / Catalog #: Sem/Qtr Taken:
  - Transfer Credit Awarded: ☐ General Elective Credit ☐ UH Graduate Course Equivalencies: Catalog #: / Catalog #: / Catalog #:
- ☐ 10. Change Admit Term
- ☐ 11. Early Submission of Thesis/ Dissertation
- ☐ 12. Other (explain below)

EXPLANATION OF REQUEST
(attach additional documentation as needed)

STUDENT SIGNATURE **DATE**

Administrative Request ☐

REQUIRED APPROVALS

Graduate Advisor/Commiteee Chair
☐ APPROVED ☐ DISAPPROVED Signature Print Name Date _____/_____/_____

Graduate Studies/Program Director
☐ APPROVED ☐ DISAPPROVED Signature Print Name Date _____/_____/_____

Department Chair *if required*
☐ APPROVED ☐ DISAPPROVED Signature Print Name Date _____/_____/_____

Assoc/Asst Dean for Graduate Studies
☐ APPROVED ☐ DISAPPROVED Signature Print Name Date _____/_____/_____

Vice Provost/Dean of the Graduate School
☐ APPROVED ☐ DISAPPROVED Signature Print Name Date _____/_____/_____

ACADEMIC OFFICE USE ONLY

COMMENTS