

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					Current Student Information		Career Program		Petition Effective Term Year	
myUH ID: Contact Phone Number:					Plan Code					
UH EMAIL ALIAS: @UH.EDU Students are required to maintain a valid destination email address in their myUH account					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:		10. Change Admit Term	
Courses Approved for Transfer:		Catalog #:		Sem/Qtr Taken:		Transfer Credit Awarded:	
		Catalog #:		Sem/Qtr Taken:		General Elective Credit	
		Catalog #:		Sem/Qtr Taken:		UH Graduate Course Equivalencies:	
				Catalog #:		Catalog #:	
						Catalog #:	
						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				ACADEMIC OFFICE USE ONLY			
Graduate Advisor/Committee Chair				COMMENTS			
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 ____/____/____				