

General Petition Instructions

I. INTRODUCTION

The Graduate and Professional Studies Student Petition form, redesigned in 2013, will be used by University of Houston (UH) staff and students to make changes and modifications to graduate student records and provide documentation of approved requests.

II. INSTRUCTIONS

Fill in the student’s name, UH Student ID number, student’s phone number, and the student’s UH e-mail alias.

Fill in the Current Student Information, indicating the student’s current Career (drop-down menu), Program (drop-down menu), and Plan Code (fill-in field).

Indicate when the Petition will be effective: Term (drop-down menu) and Year (fill-in field). Unless specified in petition, all actions become effective at the start of the next academic term.

Fill in the purpose of the Petition as indicated:

Section	Information
1. Update Program Status/Action	a. Term-activate students for a specific semester b. Discontinue – Student Withdraws from the program or program discontinues student (e.g., Low Grade Policy, violations of Continuous Enrollment Policy, demonstrated lack of English language proficiency, academic or research dishonesty, etc).
2. Admission Status Change	Any student who is admitted conditionally must be reviewed after one year. If student meets the standards of the program (GPA of 3.0 or above after 12 hours, with no low grades), use this section to change the admission status.
3. Add New Concurrent Degree Objective	a. Add Master’s career for students who are earning a Master’s degree on the way to a Ph.D program. b. Add a second master’s degree objective (both degrees pursued simultaneously)
4. Change Degree Objective	a. Use of this area depends on the college’s approval process. b. If allowed, includes switching from one degree to another within the same college. c. If this is to change to a degree objective in another college, student must meet new college’s admissions requirements, and petition must be signed by new college’s associate dean.
5. Degree Requirement Exemption. (Must include description of requirement and justification for exemption)	a. Allows the student a one-time exemption from a standard degree requirement. Example: substituting a required course for a different elective course. b. Degree requirements exception require approval of the college dean; exceptions to university policy require approval of the Dean of the Graduate School

Section	Information
6. Leave of Absence (must include explanation of request and any supporting documentation)	<ul style="list-style-type: none"> a. This is not a medical withdrawal. Medical Withdrawals use a separate form, which must include a doctor's note. Do not use a Grad/Prof Petition for Medical Withdrawals. (Medical withdrawal form can be found here: http://www.uh.edu/graduate-school/forms/) b. This form is used for a semester or year of leave for personal, family, or financial reasons. c. Students are required to be continuously enrolled, so if they are not going to enroll for a semester, a Leave of Absence must be submitted for any long semester (not summer).
7. Reinstatement to discontinued career	<ul style="list-style-type: none"> a. Student has requested to return to a discontinued career, but is still within overall degree time limit. b. Justification of request must be provided. Medical documents should not be submitted via IRIS.
8. Request to apply to graduate after the late filing period deadline has passed	<ul style="list-style-type: none"> a. If a student misses the deadline to apply for graduation for the semester, this petition may be submitted. b. Once approved by college, requests are forwarded to the University Registrar. c. Student's account will be charged \$50.00 if the request is approved by the University Registrar.
9. Transfer Credit – Graduate School approval only needed if more than 9 hours	<ul style="list-style-type: none"> a. This section replaces the old Graduate Petition for transfer credit. b. Fill out this area in full. Only one institution can be used per General Petition form. c. Please fill out all sections, including which courses from previous institution are approved for transfer, and whether the approved credit is general elective credit, or for specific UH course equivalency.
10. Change Admit Term	<ul style="list-style-type: none"> a. Request admission deferral to a future semester. This results in updates in both ApplyWeb and PeopleSoft b. Request admission change to earlier semester (most common for Fall to Summer). NOTE: If even a single enrollment action has happened for Fall, this action cannot happen.
11. Early submission of Thesis or Dissertation	<p>Per Graduate Catalog Policy, if a student completes all submission steps for thesis or dissertation by the last day to add classes in session 1 of the term, they are eligible to request to only enroll in one credit of thesis or dissertation hours for the semester. If approved by the graduate associate dean, the advisor or coordinator may adjust the student's enrollment from 3 hours to 1 hour of thesis/dissertation hours.</p>

<p>12. Other – Graduate School approval needed. Explanation is required.</p>	<p>This area is used for any other request for special circumstances. This may include:</p> <ul style="list-style-type: none"> • Dropping a course after the deadline. • Adding a course after ORD. • Swapping a course after the last day to add. • Reversing an administrative error that negatively impacted the student. <p>The following additional information is needed in the PDF uploaded to IRIS. Without this additional information, processing will be delayed.</p> <ul style="list-style-type: none"> • Necessary additional forms, such as ARCAs for course swaps. • Memo from faculty/staff explaining the error needing correction
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All student-initiated requests require a student signature. If initiated by the department or college, please indicate this in the student signature box.

Required Approvals - If College does not follow the structure indicated on the form (e.g. no department chair), indicate "N/A" for that line. Comment area is available.