

**The Graduate School
The University of Tennessee at Chattanooga**

Graduate Student Petition

Student Information: Please read the policy and procedures on the reverse side before completing this petition form.

Name: _____ SS#: _____

Address: _____ Phone: (h) _____

_____ Phone: (w) _____

Current admission status: _____ Major: _____

Subject of Petition: _____

I authorize the release of my academic records to Graduate Council.

Student Signature _____ Date _____

Endorsements of Departmental Graduate Petitions Committee

Major Advisor _____ Date _____ Support No Support

Chair, Departmental Graduate Petitions Committee _____ Date _____ Support No Support

Comments: _____

Decision:

Action taken by Graduate Council*: _____

Director, The Graduate School _____ Date _____

Comments or Special Stipulations: _____

*If you do not agree with this decision, you have the option of appealing to the Chancellor in writing within five days. Your appeal should be submitted to the Chancellor in 101 Founders Hall, 615 McCallie Avenue, Chattanooga, TN 37403.

The Graduate School * (423)425-4666 * 103 Race Hall * 615 McCallie Avenue * Chattanooga, TN 37403

Final Decision Distribution: Student, Student File, Advisor, Archives

Graduate Council Policy on Petitions

- The burden of proof is on the petitioner, and petitions will not be routinely accepted but considered on their merits as exceptions. This basic rule applies at each step of the petitionary procedure.
- Students are responsible for stating clearly, in typed or word-processed form, the reason for the petition. They are also responsible for giving clear and cogent reasons to support their requests.
- Each department, or other responsible unit, shall have a committee empowered to review petitions of graduate students. The committee should meet formally to consider any petition. The chair of the committee should sign the recommendation and indicate a rationale for a negative recommendation.
- On appeals for a one-year or less extension of the time limit for the degree, and on such appeals only, the departmental committee may grant the appeal. The Graduate Council Petitions Committee shall be notified promptly via this petition form that such an appeal has been granted.
- All petitions other than those of a one-year extension should be submitted to the Graduate Council Petitions Committee for a decision.

Petition Process

- Students should complete the petition form and attached supporting documentation.
- Student is required to submit the original and 3 copies of the completed petition and supporting documentation.
- Student should meet with their advisor to discuss the merits of the petition and secure the advisor's indication of support/no support on the petition.
- Students must then submit the petitions to the Petitions Committee in the program area for review.
- Chairs of the Petitions Committee in the program area will then forward the petition to The Graduate School for review by the Graduate Council Petitions Committee.
- Students will be notified by mail of the decision of the Petitions Committee.