

The Graduate School  
The University of Tennessee at Chattanooga

Graduate Student Petition  
(See back page for Petition Policies)

Petition Process:

- Complete the petition form and attach supporting documentation (for academic issues an academic transcript should be included in the 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.
- 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 UTC e-mail of the Petitions Committee's decision. In general, the process takes about one month beginning with the decision of the Program Petitions Committee. Readmission decisions will be expatiated to accommodate the academic needs of the student.

Name: \_\_\_\_\_

UTC ID#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (h) \_\_\_\_\_

Phone: (w) \_\_\_\_\_

Current admission status: \_\_\_\_\_

Major: \_\_\_\_\_

**Subject of Petition:** An additional explanatory page must support the subject of petition.

- Readmission       Late Candidacy       Extension of Candidacy       Course Waiver/Substitution  
 Request to take excessive hours       Request to transfer excessive hours       Other

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\*: \_\_\_\_\_  
\_\_\_\_\_

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,

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.