

GRADUATE PETITIONS COMMITTEE INSTRUCTIONS FOR PREPARING AND FILING PETITIONS

The Graduate Petitions Committee is responsible for acting on petitions from individual students for variations in college-wide graduate policies and regulations. The student should petition only after all remedies have been exhausted in the appropriate school or college.

A student wishing to file a graduate petition must compile the following information.

Petitions will not reach the committee for consideration unless all of the following are included.

1. The cover sheet should be typed and include the student's name and signature, address, campus-wide identification number, telephone number, email address, date, degree program and advisor. The cover sheet should also contain a specific statement of the policy deviation the student is seeking. This portion must include the specific statements from the Graduate Catalog, quoted verbatim which are relevant to this petition.
2. The petition itself should be typed, consisting of no more than one page with two parts:
 - A. Statements regarding the circumstantial justification for the petition. This portion pertains to the student's circumstances which may have motivated the petition. This could include such things as an unforeseen job transfer, an illness or family difficulty.
 - B. Petitioners must notify the Graduate Petitions Committee and any signatories to the petition packet if academic circumstances or justification as outlined in the petition change. Failure to do so could result in revocation of the petition or degree.
3. Attached to the petition must be signed statements or reactions from the student's advisor, department chair and graduate director or dean. These three individuals should read the completed petition (as described in #1 and #2 above) and indicate whether they support, do not support, or wish to remain neutral with respect to the petition.
4. The petitioner may also attach letters of recommendation for the petition from appropriate professors or others critical to the petition or graduate program. Such letter(s) of recommendation are completely optional.

Students must submit the petition to the Graduate Petitions Committee via the Graduate School Office, 209 Tillman Hall, at least two weeks prior to the Committee's meeting. Dates may be obtained in the Graduate School Office. Petitions should be submitted in complete form. Petitions which do not contain all of the elements listed in 1-3 above, will not be considered by the committee and will be returned to the student.

G5 AD@. D`YUgYgWc``lc`bYI hidUj YZcf`Z`UV`YZfa " ..

Name

CWID #

CIRCUMSTANTIAL JUSTIFICATION:

I began my work on a masters in sociology at State University in 1986 while I was living Timbuktu. I was transferred by my employer to Rock Hill in 1987 and was not able to continue graduate work because of heavy job responsibilities. In addition, I got married in 1988 and we now have two darling children which require my fatherly attention. Recently, because of a change in my work responsibilities and with the encouragement of my employer, I have been able to resume my graduate work. Granting this petition will allow me to graduate next spring, a plan which is consistent with allowances made by my employer. Since this course is only offered in the fall, I will have to wait an entire year before being able to retake this course which would cause undo hardship to me, my relationship with my employer, and may desire to spend time with my family.

Name _____ CWID # _____

CIRCUMSTANTIAL JUSTIFICATION:

G5AD@.D`YUgY'gWc``lc`bYI hidUj YZf'Z`UVYZfa "

MEMORANDUM

TO: GRADUATE PETITIONS COMMITTEE

FROM:

Student signature required.

CWID#:

EMAIL:

PROGRAM: MA In Sociology

ADVISOR:

On June 1, 1989, I was admitted to the MA degree program in Sociology under the 1989-90 Graduate Bulletin. Please consider my petition for a one-semester addition to the six-year time limit as it appears on page 41 of the 1989-90 Graduate Bulletin.

"All work to be counted on the degree, including transfer work, must be completed within a six-year time period immediately prior to the conferring of the degree."

MEMORANDUM

TO: GRADUATE PETITIONS COMMITTEE

FROM: _____

(STUDENT'S SIGNATURE REQUIRED)

NAME: _____

ADDRESS: _____

CWID#: _____

TELEPHONE: _____

EMAIL: _____

PROGRAM: _____

ADVISOR: _____

Name _____ CWID # _____

This petition was reviewed by the following:

_____ I support the attached petition.

_____ I do not support the attached petition.

_____ I am aware of the attached petition but elect not to comment.

Comments:

Signature of Advisor Date

_____ I support the attached petition.

_____ I do not support the attached petition.

_____ I am aware of the attached petition but elect not to comment.

Comments:

Signature of Department Chair Date

_____ I support the attached petition.

_____ I do not support the attached petition.

_____ I am aware of the attached petition but elect not to comment.

Comments:

Signature of Dean or Graduate Director Date