



## Petition Form

- Petitioner:** The nature of the petition must be specified by the petitioner and the following must be included:
  - A clear statement of why the policy is being petitioned, emphasizing the extenuating circumstances that led to the need for an exception to the policy.
  - For petitions involving courses, the course name and prefix must be included.
- Faculty Adviser/Graduate Program Director:** A letter stating the rationale for supporting or not supporting the petition must accompany the petition. This letter should come from a faculty adviser or the graduate program director. If the petition is not being supported by the program, please provide an explanation as to why it is not being supported.  
*For petitions of the 7-Year Rule, please complete the 7-Year Rule Completion Plan Form found here:*  
<https://graduate.ucf.edu/forms-and-references/>
- All petition forms must be reviewed and signed by the adviser and program coordinator or department chair prior to being sent to the graduate council. At least two different people must sign. Please include the email address for the graduate affairs office / personnel within your college that should also be notified of the outcome of this petition. Please submit completed packets as a PDF document to Graduate Studies Records ([gradrcrd@ucf.edu](mailto:gradrcrd@ucf.edu)).
- At any time during the review process, the Graduate Council may request additional information from the parties involved in the petition.

## Student Information

Please type or print

Family or Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date: \_\_\_\_\_

UCFID: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Knights Email Address: \_\_\_\_\_

Expected Graduation Date (Required):  Fall  Spring  Summer Year: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Reviewed by	Supported	Not Supported	Print Name	Signature	Contact Email (Optional)	Date
Adviser	<input type="checkbox"/>	<input type="checkbox"/>			@ucf.edu	
Program Director	<input type="checkbox"/>	<input type="checkbox"/>			@ucf.edu	
Department Chair	<input type="checkbox"/>	<input type="checkbox"/>			@ucf.edu	
Graduate Affairs Office / Personnel	<input type="checkbox"/>	<input type="checkbox"/>			@ucf.edu	

### Select Appropriate Petition Code:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>GSP30D:</b> More than the allowable hrs of transfer work into doctoral program   | <input type="checkbox"/> <b>GSPIND:</b> Independent study hrs: > 6 hrs in master's              |
| <input type="checkbox"/> <b>GSP9MA:</b> More than the allowable hrs of transfer work into a master's program | <input type="checkbox"/> <b>GSPTR6:</b> More than 6 hrs of Traveling Scholar hours              |
| <input type="checkbox"/> <b>GSPCAT:</b> Reverting to old catalog year  | <input type="checkbox"/> <b>GSPW50:</b> Waiver of 1/2 of min. degree requirements at 6000 level |
| <input type="checkbox"/> <b>GSPCER:</b> Graduate certificate course substitution                             | <input type="checkbox"/> <b>GSPOTH:</b> Other _____   |

Reviewed by	Supported	Not Supported	Print Name	Signature	Date
Graduate Council (when needed)	<input type="checkbox"/>	<input type="checkbox"/>			
UCF College of Graduate Studies	<input type="checkbox"/>	<input type="checkbox"/>			