



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. Review by the graduate associate dean (or designee) is optional. 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. Completed packets should be submitted as a PDF document to Graduate Student Services (gradservices@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: _____

UCF ID# (7-Digit Number): _____ Home Phone: _____

UCF 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					@ucf.edu	
Program Director					@ucf.edu	
Department Chair					@ucf.edu	
Associate Dean/ Designee (optional)					@ucf.edu	
Graduate Affairs Office/Personnel					@ucf.edu	

Select Appropriate Petition Code:

GSPTRD: Petition more than 50% - Doctoral
GSPTRM: Petition more than 50% - Master's
GSPCAT: Reverting to old catalog year
GSPCER: Exception to graduate certification policy

GSPLTD: Late transfer credit - Doctoral
GSPLTM: Late transfer credit - Master's
GSPOTH: Other _____

Reviewed by	Supported	Not Supported	Print Name	Signature	Date
Graduate Council (when needed)					
UCF College of Graduate Studies					