



**Instructions:**

- Submit this form along with a copy of your official degree plan to begin the petition process.
- Please see **page 3** for further instructions.
- No changes will be made directly to the original degree plan.
- This form is effective only with appropriate signatures on file in the Office of Graduate Studies.
- **Attach a copy of your official degree plan.**

**Section A:** To be completed by the student. Date: \_\_\_\_\_

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

**Student ID:** \_\_\_\_\_

**UTPB Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

**Graduate GPA:** \_\_\_\_\_

**Section B:** Change or exception. To be completed by the student.

- Course Substitution     
  Committee Change     
  Option or track  
 Transfer courses     
  Term Extension     
  Other

**Describe the change desired and reason:** Please describe in detail the change requested. Please be sure to include course subject/numbers, course titles, term, school information (for transfer credits), etc.

**Section C- Approving signatures:**

- Providing approval and signature indicates knowledge of and adherence to University policies pertaining to the subject of the petition. It is the responsibility of the Advisor, Program Coordinator, Chair, and College Dean to uphold policies related to graduate programs and education.
- Petitions related to the actions listed must be submitted to the Graduate Council for review and approval if any designated signer does not support the petition (as indicated by the “N” in the Support line).

<b>Printed Name of Student</b>	<b>Signature of Student</b>	<b>Date</b>		<b>Y</b>	<b>N</b>
<b>Printed Name of Advisor</b>	<b>Signature of Advisor</b>	<b>Date</b>			
<b>Printed Name of Program Coordinator</b>	<b>Signature of Program Coordinator</b>	<b>Date</b>			
<b>Printed Name of Department Chair</b>	<b>Signature of Department Chair</b>	<b>Date</b>			
<b>Printed Name of College Dean</b>	<b>Signature of College Dean</b>	<b>Date</b>			

**Submit fully signed academic petition with supporting documents including Degree plan to:**

Graduate Studies  
MB 1208  
4901 E Univ. Blvd.  
Odessa, TX 79762  
Phone: 432-552-2530  
Email: gradstudies@utpb.edu

**Section D:** To be completed by the Graduate Studies Office.

<b>Request Status:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved as stated below:
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\_\_\_\_\_  
**Printed Name of Graduate Council Chair**

\_\_\_\_\_  
**Signature of Graduate Council Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Graduate Studies Dean**

\_\_\_\_\_  
**Signature of Graduate Studies Dean**

\_\_\_\_\_  
**Date**

## GRADUATE ACADEMIC PETITION

Purpose: The purpose of this petition is to document for graduate students:

1. Approved exceptions to graduate scholastic requirements printed in the catalog, including degree requirements, for an individual student.
2. Approved graduate courses transferred from another university.
3. Approved minor modifications to the student's degree plan, such as course substitutions.
4. Approved graduate committee changes.
5. Approved term extensions for the eight-year time limit to complete a Master's Degree.
6. Approved registration into self-paced courses after the 12th class day, but prior to the last day to add self-paced courses.

**Undergraduate students should not use this petition form.** There is another form for Undergraduate Petitions which can be obtained from the Registrar's Office or can be accessed on the web on the UT Permian Basin Home Page; Administration; University Forms.

**The Petition Process:** Normally, the petition process starts with the student's major advisor. The student should meet with his/her advisor and complete a degree plan. A degree plan becomes final when it is on file in the student's permanent file in the Graduate Studies office. To modify a filed degree plan or document interpretations and exceptions prior to filing a degree plan, the student should complete the Graduate Academic Petition. The student should then gain the faculty advisor's recommendation.

**Required Approvals for Degree Seeking Students:** All petitions require the approval of the student's graduate committee. They also require approval by the program head and the dean of the college or school. Final approval is from the Dean of Graduate Studies and the Graduate Council.

**Required Approvals for Certification and Other Students:** All petitions require the approval of the student's advisor, the dean of the college or school of the student's major field, with the final approval from the Dean of Graduate Studies and the Graduate Council. The Original plus one copy will go to the Graduate Studies' Office for the student's official file and for a Petitions File; One copy will be given or sent to the student; and One copy will go to the student's faculty advisor or appropriate office for inclusion in the student's advising file.

**Exempt from the Graduate Council:** Petitions about the actions listed below would be submitted to the Graduate Studies Office without needing Graduate Council review and approval. The signatures of the Advisor, Graduate Program Coordinator/Head, Chair, and College Dean with the unanimous support "Y" indicated will serve as approval. Provide updated degree plans and supporting documentation if appropriate when submitting the petition.

- Committee Changes
- Option or Track Change
- Course Substitution
- Transfer Courses for those which the program coordinator (per policy 6 hours) and Graduate Studies Dean (per policy 3 hours) can approve.
- Request for acceptance of transfer hours that exceed 9 must be reviewed and approved by the Graduate Council.

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***With few exceptions, you are entitled on your request to be informed about the information U. T. Permian Basin collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U. T. Permian Basin correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that U. T. Permian Basin collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.***

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\*\*\* Graduate Academic Petition Forms may be obtained from the Graduate Studies Office or can be accessed on the web on the UT Permian Basin Graduate Studies page; Graduate Forms.