



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).

Printed Name of Student	Signature of Student	Date		Y	N
Printed Name of Advisor	Signature of Advisor	Date			
Printed Name of Program Coordinator	Signature of Program Coordinator	Date			
Printed Name of Department Chair	Signature of Department Chair	Date			
Printed Name of College Dean	Signature of College Dean	Date			

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.

Request Status: <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.

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.

*** 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.