



REQUEST TO DEAN OF GRADUATE STUDIES FORM

Request for an exception.

Instructions: Submit the completed form to the Graduate Studies Office to begin the request process.

Section A: To be completed by the student.

Name: _____ **Student ID:** _____

UTPB Email: _____ **Phone Number:** _____

Program: _____ **GPA:** _____

Are you an undergraduate or graduate student? _____

If undergrad, what semester/year will you graduate? _____

Semester/Year for request: _____ **Date:** _____

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

Describe the request and reason: Please describe in detail and include course subject/numbers, course titles, term, etc. Attach a copy of your class schedule and unofficial transcript.

Section C: Signatures.

_____ Printed Name of Student	_____ Signature of Student	_____ Date	
_____ Printed Name of Advisor	_____ Signature of Advisor	_____ Date	_____ Support Y/N
_____ Printed Name of Program Head	_____ Signature of Program Head	_____ Date	_____ Support Y/N
_____ Printed Name of College Dean	_____ Signature of College Dean	_____ Date	_____ Support Y/N

Submit dean request to: Graduate Studies
MB 1208
4901 East University Odessa, TX
79762

Phone: 432-552-2530
Fax: 432-552-3530
Email: gradstudies@utpb.edu

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

Request Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Comments:

_____ Printed Name of Graduate Studies Dean	_____ Signature of Graduate Studies Dean	_____ Date
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