

GRADUATE and PROFESSIONAL STUDENT PETITION

gradschool@uh.edu

"State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect."

Name: Last First Middle myUH ID: Contact Phone Number: UH EMAIL ALIAS: @UH.EDU Students are required to maintain a valid destination email address in their myUH account	Current Student Information Career Program Plan Code	Petition Effective Term Year
NOTE: Unless otherwise stated and approved, all petitions are effective at the start of the next academic term. All administrative actions become effective the day they are processed, unless otherwise stipulated and approved via petition. All petitions should be submitted to the advising office in the department of their degree objective to begin the approval process.		

PURPOSE OF PETITION

1. Update program status/action (term activate, discontinue, etc)	2. Admissions status change (ex: conditional to unconditional)	3. Add new concurrent degree or certificate objective (career/program/plan)	4. Change current degree objective (program/plan)
5. Degree requirement exception or approved course substitution	6. Leave of Absence (include specific term) (Attach supporting documentation)	7. Reinstatement to discontinued career (provide explanation)	8. Request to apply to graduate after the late filing period deadline
9. Transfer Credit [One Institution per petition] Institution Name: _____ City/State/Zip: _____		Hours Previously Transferred: Transfer Credits on this request:	10. Change Admit Term
Courses Approved for Transfer: _____ Catalog #: _____ Sem/Qtr Taken: _____		Transfer Credit Awarded: _____ General Elective Credit: _____ UH Graduate Course Equivalencies: _____ Catalog #: _____ Catalog #: _____ Catalog #: _____	11. Early Submission of Thesis/ Dissertation 12. Other (explain below)

EXPLANATION OF REQUEST

(attach additional documentation as needed)

STUDENT SIGNATURE

Please type your name as your signature.

DATE

Administrative Request

REQUIRED APPROVALS

ACADEMIC OFFICE USE ONLY

Graduate Advisor/Committee Chair

APPROVE DISAPPROVE Print Name Date Signature

Graduate Studies/Program Director

APPROVE DISAPPROVE Print Name Date Signature

Department Chair *if required*

APPROVE DISAPPROVE Print Name Date Signature

Assoc/Asst Dean for Graduate Studies

APPROVE DISAPPROVE Print Name Date Signature

Vice Provost/Dean of the Graduate School

APPROVE DISAPPROVE Print Name Date Signature

COMMENTS