

Graduate Petition

Office of Student Records

Mission: This petition allows students to make various requests pertaining to their course of study.

(Return the completed form to: 950 New Hampshire Ave., NW, Second Floor)

Student's Name	Email	Degree Program/Specialization
GWID	Phone	Date/Semester
Petition Request:		Instructions:
<input type="checkbox"/> Substitute a Required Course or Elective with Another GW Course		Obtain official signatures of: <ul style="list-style-type: none"> Your Academic Advisor. Instructor of the GW course for which you are requesting the substitution of a required course. <p>NOTE: Attach a copy of the syllabus for the required substituted course ONLY. Elective substitutions will not require the GW course instructor's signature or syllabus.</p>
<input type="checkbox"/> Waive and Replace a Required Course		Obtain official signatures of: <ul style="list-style-type: none"> Your Academic Advisor. Instructor of the GW course for which you are waiving. <p>NOTE: Consult with your advisor to replace the waived credits.</p>
<input type="checkbox"/> Transfer or Apply Graduate or Non-Degree Credits from another GW Program or Accredited Institution to your current GWSPH Program, after matriculation. PLEASE READ STEPS CAREFULLY →		Complete the following steps to receive transfer of credit: <ul style="list-style-type: none"> Obtain an official transcript(s) from the outside accredited institution(s). (NOTE: transcript(s) from the accredited institution(s) will only be accepted in a sealed envelope). Grade earned for the transferred course must be a "B" or better for each course and completed within the past three years, and not used to satisfy requirements for a prior degree. Submit course syllabus(s) for the GW course(s) and the course(s) from the accredited institution(s). (NOTE: Syllabi will be reviewed by the GW course instructor to determine the equivalency for the substitution). Obtain official signatures of your Academic Advisor and the GW course instructor(s). If you are applying graduate credits from within GW, you do not need to request an official transcript. Maximum credits that can be applied to the following programs: <ul style="list-style-type: none"> (6) Non-degree credit hours to your Certificate program. (12) Non-degree credit hours to your Master's program. (18) Credit hours of relevant course work from any GWSPH Certificate program to your Master's level program. (12) Credit hours of relevant course work to your Doctoral program. <p>NOTE: Refer to the GWSPH Handbook for details.</p>
<input type="checkbox"/> Attend Two Universities Simultaneously		Obtain the official signature of your Academic Advisor. <p>NOTE: Refer to the GWSPH Handbook for details.</p>
<input type="checkbox"/> Extend Time Limit for Graduation		Obtain the official signature of your Academic Advisor. <p>NOTE: Refer to the GWSPH Handbook for details.</p>

<input type="checkbox"/> Waiver of the Practicum	<p>Complete the Practicum Equivalent Experience Application within your first semester. Return completed and approved application to the Office of Student Records.</p> <p>NOTE: Consult with your advisor to replace the waived credits. For more details refer to the Practicum Handbook.</p>		
<input type="checkbox"/> Independent Study (PubH 6010 and EXSC 6232)	<p>Complete the GWSPH Graduate Independent Study Course Description & Contractual Agreement. Obtain the official signatures of:</p> <ul style="list-style-type: none"> • Your Academic Advisor. • GW Faculty member supervising the Independent Study. • Return completed agreement to the Office of Student Records for Associate Dean’s approval and signature. <p>NOTE: Refer to the GWSPH Website for the Graduate Independent Study Course Description and Handbook for more details.</p>		
<input type="checkbox"/> Leave of Absence	<p>Obtain the official signature of your Academic Advisor.</p> <p>NOTE: Refer to the GWSPH Handbook for details.</p>		
<input type="checkbox"/> Add/Drop a Course After the Deadline or Waive the Late Registration Fee on your Initial Registration for the semester	<p>Obtain official signatures of:</p> <ul style="list-style-type: none"> • Your Academic Advisor. • GW Instructor(s) for the course(s) you are dropping. • Email from the instructor(s), specifying your status in the course(s) you are requesting the drop(s). (NO EMAIL NEEDED FOR ADDING A COURSE). <p>NOTE: Student Records will not require a signature from the GW Instructor for adding a course, unless the course specifically indicates (Instructor/Departmental Approval). For more details please visit http://www.gwu.edu/~regweb/web-content/registration/index.html.</p>		
<input type="checkbox"/> Register for Continuous Enrollment (CE) instead of Continuous Research	<p>Obtain the official signature of your Academic Advisor.</p> <p>NOTE: Refer to the GWSPH Handbook for details.</p>		
<input type="checkbox"/> Withdraw from the University	<p>Obtain the official signature of your Academic Advisor.</p> <p>NOTE: Refer to the GWSPH Handbook for details.</p>		
<p>Rationale: Why are you making this request?</p>			
<p>Required Signatures:</p>			
<p>Student</p>	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Advisor</p>	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>GW Instructor</p>	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Associate Dean</p>	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>For Student Records Use Only:</p> <p>Action: <input type="checkbox"/> Request Approved & Processed <input type="checkbox"/> Request Pending (Hold) <input type="checkbox"/> Student Notified <input type="checkbox"/> Request Denied (explanation below) <input type="checkbox"/> Advisor Notified</p>			