

**Graduate Petition  
Office of Student Records**

Mission: This petition allows students to make various requests pertaining to their course of study.  
Please return to: [gwsphrecords@gwu.edu](mailto:gwsphrecords@gwu.edu)

<b>Student's Name</b>	<b>Email</b>	<b>Degree Program/Specialization</b>
<b>GWID</b>	<b>Phone</b>	<b>Date/Semester/Term</b>
<b>Petition Request:</b>		<b>Instructions:</b>
<input type="checkbox"/> <b>Substitute a Required Course</b>           <input type="checkbox"/> <b>Substitute an Elective with another GW course</b>		Obtain official signatures of: <ul style="list-style-type: none"> <li>Your Academic Advisor.</li> <li>Instructor of the GW course for which you are requesting the substitution of a required course.</li> <li>Submit to Student Records.</li> </ul> <b>NOTE: Attach a copy of the syllabus for the required substituted course ONLY.</b>  Obtain official signature of: <ul style="list-style-type: none"> <li>Your academic advisor.</li> <li>Submit to <a href="mailto:gwsphrecords@gwu.edu">gwsphrecords@gwu.edu</a>.</li> </ul>
<input type="checkbox"/> <b>Waive and Replace a Required Course</b>		Obtain official signatures of: <ul style="list-style-type: none"> <li>Your Academic Advisor.</li> <li>Instructor of the GW course for which you are waiving.</li> <li>Submit to <a href="mailto:gwsphrecords@gwu.edu">gwsphrecords@gwu.edu</a>.</li> </ul> <b>NOTE: Consult with your advisor to replace the waived credits.</b>
<input type="checkbox"/> <b>Transfer, Apply Graduate, or Non-Degree Credits from another GW Program or Accredited Institution to your current GWSPH Program, after matriculation. PLEASE READ STEPS CAREFULLY →</b>		Complete the following steps to request transfer of credit: <ul style="list-style-type: none"> <li>Submit course syllabi from the accredited institution(s). (<b>NOTE: Syllabi will be reviewed by the GW course instructor to determine equivalency for the transfer credits.</b>)</li> <li>Obtain an official transcript(s) from the outside accredited institution(s). <b>NOTE: transcript(s) should be sent electronically to <a href="mailto:gwsphrecords@gwu.edu">gwsphrecords@gwu.edu</a></b> If you are applying graduate credits from within GW, no official transcript is required.</li> <li>Grade earned for the transferred course(s) must be a "B" or better.</li> <li>Obtain official signatures of your Academic Advisor and the GW course instructor.</li> </ul> <p><b>Master students</b>-must have earned credits within the last three years and not used to satisfy requirements for a prior degree. 12 transfer credits are the maximum number allowed.</p> <p><b>GWSPH Certificate students</b>-may transfer up to 18 credits to a GWSPH Master's degree.</p> <p><b>Doctoral students</b>- earned credits must have been completed within the last six years. 48 credit hour degree programs are eligible to transfer up to 12 credits. 72 credit hour degree programs are eligible to transfer up to 24 credits.</p> <p><b>Note for Doctoral Students Only:</b> This is regardless of credits being applied to a previous Master's degree. <b>Refer to the GWSPH Handbooks for details.</b></p>

<input type="checkbox"/> <b>Independent Study (PubH 6010 and EXSC 6232)</b>	Obtain official signatures of: <ul style="list-style-type: none"> <li>Your Academic Advisor.</li> <li>GW Instructor(s) supervising the Independent Study.</li> <li>Attach a copy of your approved Independent Study Agreement.</li> <li>Indicate the required course that will be substituted with the Independent Study.</li> <li>Submit to <a href="mailto:gwsphrecords@gwu.edu">gwsphrecords@gwu.edu</a>.</li> </ul>
<input type="checkbox"/> <b>Request a Refund for Dropping A Course(s) After the Stated Deadline for the semester/term</b>	Obtain official signatures of: <ul style="list-style-type: none"> <li>Your Academic Advisor.</li> <li>GW Instructor(s) for the course(s) you are dropping.</li> <li>Email from the instructor(s), specifying your status in the course(s) you are requesting the drop(s).</li> <li>Submit to <a href="mailto:gwsphrecords@gwu.edu">gwsphrecords@gwu.edu</a>.</li> </ul>
<input type="checkbox"/> <b>Withdraw from the University</b>	Obtain the official signature of: <ul style="list-style-type: none"> <li>Your Academic Advisor.</li> <li>Submit to <a href="mailto:gwsphrecords@gwu.edu">gwsphrecords@gwu.edu</a>.</li> </ul> <p><b>NOTE: Refer to the GWSPH Handbook for details.</b></p>

**Rationale:** Why are you making this request?

Required Signatures:			
<b>Student</b>	Name:	Signature:	Date:
<b>Advisor</b>	Name:	Signature:	Date:
<b>GW Instructor</b>	Name:	Signature:	Date:
<b>Assistant Dean/Student Records</b>	Name:	Signature:	Date: