

INSTRUCTIONS

All petitions require review and recommendation by the adviser and the Director of Graduate Studies for the major field. If your degree program includes a designated minor, and this petition affects that minor, recommendation by the Director of Graduate Studies for the minor field is also required.

Petitions must be submitted to the Graduate School at the address below. Petitions are reviewed and decisions made within approximately 6 weeks of receipt. If additional information is needed, you will be contacted via your university e-mail account (@umn.edu). When approved, a copy of the petition will be mailed to you. Please correct your copy of the degree program form to reflect approved changes.

If none of the following conditions apply to your particular situation, consult Graduate School staff in 316 Johnston Hall for advice.

USE THIS PETITION FOR THE FOLLOWING:

1. Request to change coursework on your approved degree program form.

Write "Please remove from my Degree Program form" and identify courses by **department, course number, title, number of credits, grade, term and year** that you wish to remove and/or "Please add to my degree program" identifying courses in the same manner. Present this petition to your adviser and the Director of Graduate Studies for the major field (and the Director of Graduate Studies for the minor field, if required) for review and recommendation. **If changes are substantial, please submit a revised degree program form in lieu of a petition.**

2. Request to change or remove the foreign language requirement on your approved degree program form.
3. Request an extension of time to complete your degree.
 - a. The 7-year time limit to complete the masters degree and the 12-year time limit to complete the certificate of specialist in education is computed from the date of the earliest coursework on the approved degree program form (including transfer work). **Please include a short report on your progress toward completion of the degree requirements and indicate the expected term and year of graduation.** An approved Degree Program form must be on file at the Graduate School before a petition for an extension can be considered.
 - b. The 5-year time limit to complete the doctoral degree is computed from the term following the passing of the preliminary oral examination. **Please include a short report of your progress in the research and thesis writing, and indicate the expected term and year of graduation.** An approved Thesis/Project Proposal form must be on file at the Graduate School before a petition for an extension can be considered.
4. Request to transfer coursework.

Please refer to the current Graduate School Catalog for further information and policies regarding the transfer of credits. <http://www.catalogs.umn.edu/grad/index.html>. Your approved degree program form must be on file at the Graduate School. Attach appropriate transcript(s); all coursework to be transferred must be complete, with grades. If the coursework is currently listed on your approved program but was not previously transferred, no departmental signatures are required. To transfer coursework not currently listed on your approved program, follow the instructions under No. 1 above and submit the appropriate transcript(s).

Graduate Student Services and Progress Office
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