

Graduate Student Petition form

DIRECTIONS—All petitions require review and recommendation by the adviser, co-adviser (if applicable), the Director of Graduate Studies (DGS), and college. If you are declaring a minor or making changes to minor field coursework, the signature of the DGS for the minor is required.

Once all signatures are obtained, please submit the completed petition to your graduate program. A copy of the petition will be emailed to you at your university email account upon final processing.

Use this Petition form for the following:

1. Request to change coursework on your approved Graduate Degree Plan (GDP), including transfer work.

- Write “Remove from my GDP” and identify courses by department, course number, title, number of credits, grade, term and year that you wish to remove and/or “Add to my GDP” identifying courses in the same manner. If changes are substantial, please submit a revised GDP form in lieu of a petition.
- Attach appropriate transcript(s), if transferring coursework from another institution; all coursework to be transferred must be complete, with grades. If the coursework is currently listed on your approved GDP but was not previously graded, no departmental signatures are required.

2. Request to change or remove the language requirement on your approved GDP.

3. Request to add or remove a minor.

- For doctoral students, minors must be declared on the GDP prior to taking the preliminary oral examination.
- For master’s students, minors must be declared prior to the final examination (if applicable); or prior to filing for degree conferral (if no final examination requirement).

**If none of the above conditions apply, consult your program, college, or
Graduate Student Services and Progress**



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To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

PART 1. Student information

University ID		University email	
		@umn.edu	
Student name Last	First	Middle	

PART 2. Degree information

Degree sought	Major		
Track (if applicable)	Minor (if declared)		

PART 3. Petition request

Describe your request below. To make changes to the Graduate Degree Plan, list courses by DEPARTMENT, COURSE NUMBER, TITLE, NUMBER OF CREDITS, GRADE, TERM and YEAR.

PART 4. Approval

Adviser name		Co-adviser name	
Adviser signature	Date	Co-adviser signature	Date
DGS (major field) signature	Date	DGS (minor field) signature	Date
College signature			Date

office use only

processed

administrative officer _____ date _____