

SCHOOL OF EDUCATION UNIVERSAL STUDENT PETITION FORM UNDERGRADUATE AND GRADUATE

Students: Complete this side of petition, attach an ARTS form, and give to your Advisor (or instructor, if applicable.). Make a copy of the petition for your records before giving it to your advisor.

Name	KUID#
Address	
Telephone ()	EMAIL:
Your department (circle one) C&T HSES PRE SPED ELPS	Program:
Degree/Certification sought:	
Date of first enrollment in degree/certification program: ____/____/____	
Signature	Date:

Petition Request *(check the nature petition)*

<input type="checkbox"/> Course Substitution	Substitution for SOE required course (e.g., PRE 715):
Proposed Substitute Course: <i>(Dept, course number, title, credit hrs, semester, institution)</i>	
REQUIRED: Include/attach an official course description and/or syllabus for all substitutions:	

<input type="checkbox"/> Time Extension <i>(Graduate Students Only)</i>	Previous Extension(s) <input type="checkbox"/> no <input type="checkbox"/> yes If yes, please list date(s):
Hours needed to complete the degree:	Graduate GPA in current program:
Date original time limit expires:	Initial expected graduation date:
Remaining program requirements or activities:	Timeline for completing each remaining requirement
1	1
2	2
3	3
4	4

<input type="checkbox"/> General Petition (for dropping course within petition period, exceptions/changes to program requirements, changing advisors, increasing number of hours taken outside of KU in final 30 hours of program, etc.)
State nature of petition (please be specific with regard to what is being requested):
Rationale for petition (If necessary, attach additional information.)

Instructor's Recommendation <i>(needed only if dropping a class within the petition period)</i>	Approve	Deny
Signature	Date	

Advisor's Recommendation <i>(required)</i>	Approve	Deny
Signature	Date	

Dissertation Committee Recommendation <i>(required for doctoral program extensions)</i>	Approve	Deny
Signature	Date	

Department's Recommendation <i>(required)</i>	Approve	Deny
Signature	Date	

Action of Associate Dean <i>(required)</i>	Approve	Deny
Signature	Date	

Decision, if applicable, of the appropriate SOE Committee	Approve	Deny
Signature	Date	

Information Regarding Graduate Student Petitions

Please provide the information requested on the accompanying School of Education Universal Petition Form (UPF). For information regarding the “initial expected date of graduation,” note that the Graduate School (Graduate School Catalog, 2005-2006) stipulates the following regarding program time limits:

Master’s degree students are allowed seven years for completion of all requirements for the degree. Normal expectations, however, are that most master’s degrees (excluding some professional terminal degrees) should be completed in two years of full-time study....Some departments may have more stringent rules about time restrictions. Students should inquire about the policy in effect in the department in which they plan to study. (p. 19)

After being admitted to doctoral programs at KU, students complete all degree requirements in eight years. In cases in which compelling circumstances recommend a one-year extension of the normal eight-year limit, the Graduate Division has authority to grant the one-year extension on the written advice of the department and dissertation committee. Students who complete the master’s degree at KU and subsequently begin doctoral studies have a maximum total enrolled time of 10 years to complete both degrees. Normal expectations, however, are the most master’s degree (excluding some professional terminal degrees) should be completed in two years of full-time study, and both master’s and doctorate in six years of full-time study. Some departments may have more stringent time restrictions. Students should inquire about the policy in effect in the department in which they plan to study. (p. 21)

The “initial expected date of graduation” should not exceed the maximum tenure permitted by the student’s academic program, which in turn may not exceed the maximum tenure permitted by the Graduate School.

The “date the original time limit expires” is the maximum tenure permitted by the student’s academic program or the Graduate School, whichever is earlier.

If applying for a time extension on your program, list your remaining program requirement and your timeline for completing each remaining requirement.

Consistent with Graduate School policy, petitions for doctoral students seeking a program extension are to include the advice/recommendation of the student’s dissertation committee and department.

Students and advisors will be informed of the final action on student petitions via email.