

Graduate Student Petition Form

CCAS Graduate Dean's Office
Smith Hall, Suite 118
801 22nd Street, NW
Washington, DC 20052
Phone 202-994-6210
Email ccasgradserv@gwu.edu



Arts &
Sciences

Please refer to the guidelines and policies below before completing this form.

Guidelines

- All requests must be signed by your Director of Graduate Studies (DGS). Please submit a completed form and accompanying documentation to your DGS. Your DGS will then submit the completed request to your CCAS Coordinator.
 - If you are petitioning to transfer to another CCAS program, this form must be signed by both the DGS for your current program as well as the DGS for the new program.
- Prior to submitting the petition to the Dean for review, your Coordinator may request additional information not included in the original submission.
 - To reduce the turnaround time on your request, please provide sufficient detail so that your Coordinator does not need to follow up for additional information.
- Your Coordinator will contact you via email with a decision.
- **If you are requesting an extension on your degree time limit, please use the Graduate Student Extension Request form. Extension requests submitted using the petition form will be returned to the student.**
- **If you are requesting a Leave of Absence, please use the Leave of Absence Application Form.**

Late Registration Changes

- All requests for a late change in registration must be accompanied with a completed RTF. Please ensure you clearly explain your reasons for a late registration.
- Students should consult the terms and conditions of any merit awards from GW (assistantships/fellowships) or need-based financial aid regarding the possible effects of any late registration changes.

Enrollment in two programs

- If you are requesting to be dual enrolled in two programs, both DGS's must sign your petition.
- If you are intending on double-counting credits, include course numbers and titles of all courses you are requesting to double-count with your petition. There is no guarantee that you will be permitted to double count any credit. The maximum credit that may be approved is 25% of the program requirements.
- Please check the Dual Enrollment Application Form for a list of already approved dual programs. If your programs are on that list, please complete the Dual Enrollment Form instead of the Petition Form.

Transfer credit policy exception requests

- The transfer credit policies can be found in the University Bulletin as well as the CCAS Graduate Student Handbook.
- To reduce processing time, please submit a transfer credit request form in addition to the petition form.
- All necessary official transcripts must be received by the CCAS office before a request will be considered.

Refund of tuition fees

- For the refund policy and add/drop deadlines, please consult the registration schedule on the Registrar's website or in the CCAS Graduate Student Handbook.
- Requests for a refund of tuition fees will only be considered in exceptional circumstances.
- Requests for reinstatement in a program, if approved, may require back-registration as a condition of the approval.

Other

- Requests for reinstatement in a program, if approved, may require back-registration as a condition of the approval.

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Please refer to the guidelines and policies listed on the first page before completing this form.

Student Name: _____ GWID _____

Department/Program: _____ Degree _____

Email address: _____

Do you currently receive a graduate assistantship, fellowship, or tuition award? Yes ___ No ___

Type of Request Late registration change
Enrollment in two programs (not an approved dual enrollment program)
Refund of tuition fees
Transfer credit policy exception
Other _____

You must attach documentation clearly detailing your request. Please include justification as to why you believe this exception should be granted.

Student signature _____ Date _____

Director of Graduate Studies: _____ Approve ___ Deny ___

Comments (Required):

DGS signature: _____ Date _____

DGS signature: _____ Date _____
(If Applicable)