

Graduate and Professional Student Petition

The [Graduate and Professional Student Petition](#) is a student-initiated form that is completed when students request permission, approval, or make changes to their student record. First, reviewed and approved by the Biomedical Department Graduate Advisor and forwarded to the Cullen College of Engineering for additional approval, and then to the Graduate School for final processing. This is a brief guide to help complete the form accurately, and always ask for help if needed.

1. Students complete all sections within the first portion of the form. Please do not leave any section blank - ask for guidance when needed.

GRADUATE and PROFESSIONAL STUDENT PETITION gradschool@uh.edu				*State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form; (2) under sections 559.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the university correct information about you that is incorrect.*	
Name: Caratiny Last	Exolys First	Shawola Middle	Current Student Information	Career Graduate	Petition Effective
myUH ID: 2 0 0 8 0 5 1	Contact Phone Number: 8 3 2 0 8 5 2 0 1 4		Program ENGR	Plan Code BIOEPHD	Term Spring Year 2 0 2 4
UH EMAIL ALIAS: escaratiny@UH.EDU Students are required to maintain a valid destination email address in their myUH account			NOTE: Unless otherwise stated and approved, all petitions are effective at the start of the next academic term. All administrative actions become effective the day they are processed, unless otherwise stipulated and approved via petition. All petitions should be submitted to the advising office in the department of their degree objective to begin the approval process.		

2. This second section allows for one of 12 checkboxes. Please ask for guidance when needed.

PURPOSE OF PETITION			
<input type="checkbox"/> 1. Update program status/action (term activate, discontinue, etc)	<input type="checkbox"/> 2. Admissions status change (ex: conditional to unconditional)	<input type="checkbox"/> 3. Add new concurrent degree or certificate objective (career/program/plan)	<input type="checkbox"/> 4. Change current degree objective (program/plan)
<input type="checkbox"/> 5. Degree requirement exception or approved course substitution	<input type="checkbox"/> 6. Leave of Absence (include specific term) (Attach supporting documentation)	<input type="checkbox"/> 7. Reinstatement to discontinued career (provide explanation)	<input type="checkbox"/> 8. Request to apply to graduate after the late filing period deadline
<input type="checkbox"/> 9. Transfer Credit [One Institution per petition]	Institution Name: _____ City/State/Zip: _____	Hours Previously Transferred: _____ Transfer Credits on this request: _____	<input type="checkbox"/> 10. Change Admit Term
Courses Approved for Transfer:	Catalog #: _____ Sem/Qtr Taken: _____	Transfer Credit Awarded: _____ <input type="checkbox"/> General Elective Credit <input type="checkbox"/> UH Graduate Course Equivalencies: _____	<input type="checkbox"/> 11. Early Submission of Thesis/ Dissertation
	Catalog #: _____ Sem/Qtr Taken: _____	Catalog #: _____ Catalog #: _____	<input type="checkbox"/> 12. Other (explain below)

3. This is the final section for students. The remaining approved signatures will come from those listed below the explanation.

EXPLANATION OF REQUEST <small>(attach additional documentation as needed)</small>	<p>The explanation is the most important and needs to be detailed enough to receive approval. Most often used checkboxes.</p> <p>2. Students entering the programs with conditions must complete the form as soon as they are met.</p> <p>4. Changing from Ph.D. to M.S or M.S. to Ph.D requires a petition.</p> <p>10. Change admit term from admitted to earlier or future semester.</p>
STUDENT SIGNATURE _____	DATE _____
Administrative Request <input type="checkbox"/>	