



The University Of

T A M P A

Graduate Academic Petition Form and Instructions
Office of Graduate and Continuing Studies – Graduate and Health Studies Building
OGCSadvising@ut.edu (813) 258-7409 Fax (813) 258-7451

Part 1. Student Information

ID Number: _____ Name: _____

Program: _____ Faculty Advisor: _____

PLEASE REFER TO REVERSE SIDE OF THIS FORM FOR IMPORTANT INSTRUCTIONS

Part 2. Petition Information

Term: _____
example: Fall 2017

Action(s) requested:

- ☐ Late Add-Course ☐ Late Add-Internship ☐ Late Drop Course ☐ Late Withdrawal-Course
☐ Late Withdrawal-Semester ☐ Other (specify): _____

Table with 5 columns: Department Prefix (ex. HSC), Number (ex. 100), Section (ex. J-2), Credit Hours, and a row for action (☐WD ☐Add ☐Drop).

I have read detailed instructions and included appropriate supporting documentation.

Student's Signature: _____ Date: _____

Return completed form to the Office of Graduate and Continuing Studies.

Part 3. DECISION INFORMATION [OFFICE USE ONLY]

- ☐ Approved ☐ Denied ☐ No Decision ☐ Referred to: _____

Notes: _____

Authorized Signature: _____ Date: _____

Instructions:

1. Complete all sections of this form.
2. Provide a personal statement explaining, as concisely as possible, your request. Address your letter to the Graduate Appeals Committee.
3. Your letter should be typed, double spaced, and limited to one side of one page. Please print your letter in black ink and sign; handwritten letters will not be accepted;
4. Ensure supporting document is included such as statements from instructors, feedback from your faculty advisor, medical documentation, other pertinent documentation to your request, as applicable;
5. Deliver completed petition, personal statement, and supporting documentation to the attention of:
Graduate Appeals Committee of your graduate program college and/or email to OGCSAdvising@ut.edu.

Note: A \$30 late fee will be applied to your account for any approved schedule changes made after the add/drop deadline for the current semester. Additional tuition fees may apply. Before you petition, it is your responsibility to understand any possible ramifications, financial, academic, or otherwise.

The University of Tampa Policy on Graduate Academic Appeals

The policy statement below is taken from the 2021-2022 UT Catalog, Graduate and Continuing Studies, Policies and Procedures, Graduate Academic Appeals (<http://ut.smartcatalogiq.com/current/catalog//graduate-and-continuing-studies/policies-and-procedures/graduate-academic-appeals>)

The first decision of an appeals process rests with the designated graduate appeals committee within the college; appeals then go first to the college dean and thereafter, if necessary, to the associate dean of graduate studies.

***Note:** Please refer to your program's academic appeals policy for further details.