

Graduate Student Petition Form

CCAS Graduate Dean's Office
Phillips Hall 107
801 22nd Street, NW
Washington, DC 20052
Phone 202-994-6210 Fax 202-994-6213



Arts &
Sciences

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

Student Name _____ GWID _____

Department/Program _____ Degree _____

Email address _____

Do you currently receive a graduate assistantship or fellowship? Yes No

Type of Request Late registration change
 Leave of Absence
 Register for less than 12 credits of dissertation research (PhD students)
 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
DGS Comments:

DGS signature _____ Date _____
(signature not required if submitted electronically)

CCAS Action Approved Conditionally Approved Denied

Dean's comments:

Dean's signature _____ Date _____

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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 the Dean's 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.**

Dissertation research credit policy exception requests

- Exceptions to the dissertation research credit policy will only be considered for PhD students who need less than 12 dissertation research credits (8999) to reach the 72 total credits required for the degree.
- Requests to take zero credits of dissertation research will not be accepted.

Leave of Absence requests

- Prior to submitting a Leave of Absence request, please review the Leave of Absence policy outlined in the CCAS Graduate Student Handbook.
 - Requests that do not meet these requirements will not be considered.
- There is a \$35 registration fee for a Leave of Absence. Exceptions are made for military deployments.

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.

Registration requests

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