

## Petition for Admission

**Policy Number**

5080

**Date Created/Revised**

8/20/2024

**Date Last Reviewed**

8/20/2024

**Policy Manager**Dean - College of Graduate Programs and Honors Studies

### 5080. Interim Policy

Note: This policy was adopted on under the temporary / emergency policymaking provisions of the University's Policy on Policies on August 20, 2024, and will revert on December 18, 2024 (unless a final policy action is approved or the duration is extended).

Information about this policy change, and any proposals for further policymaking, can be accessed at the University Policy website. Students and employees may submit comments on those proposals through the Proposed Policy Change Comment Form, which is accessible through the site.

#### 5080.1 **Policy Statement**General Policy

An applicant who does not meet the College of Graduate Programs and Honors Studies or the academic program's minimum requirements for admission, or a student who has been dismissed from a program, may submit a petition for admission to the College of Graduate Programs and Honors Studies, after an initial denial. The petition form may be obtained from the College of Graduate Programs and Honors Studies. The petition should provide a rationale as to why the applicant or student should be granted admission or readmission. Applicants should contact their graduate program director or advisor for further details. The petition must be filed with the College of Graduate Programs and Honors Studies within two weeks of the communication of the denial decision. Such petitions will be sent to and reviewed by the graduate program to which the student applied and the college's graduate studies committee or equivalent, and then returned to the College of Graduate Programs and Honors Studies with the program's or committee's written recommendations no later than fifteen (15) business days of transmittal. If a program or committee fails to issue its written recommendations within the specified time, the CGPHS Dean (or designee), in consultation with the dean of the relevant program's college, may determine the petition without further delay.

## 5080. References

Petitions for admission after an initial denial must be filed with the College of Graduate Programs and Honor Studies within two weeks of the communication of the denial decision. Such petitions will be sent to and reviewed by the graduate program to which the student applied and the college's graduate studies committee or appropriate equivalent, and then returned to the College of Graduate Programs and Honor Studies. The college or school to which the petition was sent must return the petition, with its recommendation(s), to the College of Graduate Programs and Honor Studies within 20 business days of its being sent. Petitions that remain unreturned or unanswered for longer than this time frame will be deemed by the College of Graduate Programs and Honor Studies to be denied or will be referred to the Graduate Student Affairs Committee of the Faculty Senate for further adjudication. A copy of the completed petition should be submitted to the College of Graduate Programs and Honors Studies. The College of Graduate Programs and Honors Studies will send the petition to the academic program for their review and recommendation. The program will then send the petition to the appropriate college/school petitions committee. After the return of the petition to the College of Graduate Programs and Honor Studies, the Dean, College of Graduate Programs and Honor Studies will review the program's and the petitions committee's recommendations. If the program and the college/school petitions Committee recommendation is consistent and the Dean, College of Graduate Programs and Honor Studies, concurs with the recommendations, the College of Graduate Programs and Honors Studies will notify the student of the admission decision. If there are any unresolved differences between the Dean, College of Graduate Programs and Honors Studies, the college/school petitions committee, and the program the petition will be referred to the Graduate Student Affairs Committee of the Faculty Senate for a final decision.

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Petition Form:

Petition Guidance: The petition should provide a rationale as to why the applicant or student should be granted admission or readmission. Applicants should contact their graduate program director for further guidance.