



Petition to the Graduate Council

Obtain faculty recommendations and file this petition with the UW-Superior Office of Graduate Studies, Main 137, PO Box 2000, Superior, WI 54880-4500

Date:	SID #	Term of Last Attendance Fall Spring Summer (YR)	Expected Term of Graduation Fall Spring Summer (YR)
Name			
Present Address:			Area Code and Phone:
Degree Program: MA MSE EdAd EdS	Major, Curriculum:	Credits earned to date:	Overall Grade Point Average:

Please type or print concisely the policy, action and rationale of your petition: 1) the university policy for which an exception is sought; 2) the action you request; and 3) the rationale supporting your petition. In defining the action, please be sure to specify the course number, title, number or credits, and academic term for all courses being petitioned. (use the reverse side for more detail, if necessary.)

Policy:
Action:
Rationale:

#18-0200-25 emh 11/25/03
See the back side of this petition for examples.

Student's Signature and Date

Instructor Recommendation: ___ Approve ___ Deny ___ No Comment _____ Instructor signature and date	Advisor Recommendation: ___ Approve ___ Deny ___ No Comment _____ Advisor signature and date	Dept Chair Recommendation: ___ Approve ___ Deny ___ No Comment _____ Department Chair signature and date
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Additional comments by any signatory:

Action of the Graduate Council

Meeting Date

- Petition approved**
- Petition denied**
- Other** _____

Provost and Dean of Faculties Date

Secretary, Graduate Council/Faculty Date

Sample policies and actions:

The Graduate Council meets biweekly during the fall and spring semesters (and as needed during the summer session).

Catalog:

Students normally use the catalog requirements in force at the term of their official admission (except for mandatory legal changes). With their advisor's approval, students may designate a different catalog year for requirements, which shall not be more than seven years old at the date of graduation.

Credit Load:

The maximum load for a graduate student is 15 credits per semester and 12 credits for summer session (one credit per week). The maximum load includes undergraduate classes and extension classes.

Drop/Add, Withdrawal, Refund:

The last day to drop a class for full refund (less withdrawal fee if withdrawing from all classes for the fall or spring semester) is within 14 days from the start of the semester (within 28 days for a 50% refund). The last day to add a full term class is within seven days from the start of the semester.

Probational admission . . .

. . . to graduate study may be granted if the applicant has an undergraduate grade point average greater than 2.25 (four-point scale.) An applicant is not eligible for admission due to an undergraduate grade point average of less than 2.25 has the right to initiate a petition to the Graduate Council requesting a reconsideration of probational admission. Such a petition should include documentation of the applicant's ability to perform satisfactorily at the graduate level. Petitions require concurrence by the program coordinator and department chairperson.

Sample Action: Please allow me probational admission with a cumulative undergraduate GPA of 2.15.

Special Student Credits:

A maximum of 10 semester credits taken as a special student may be applied to a degree or certification program.

Sample Action: Please allow the completion of the follow 12 credits: (list title, credit and term taken for each class)

Seven Year Limit:

All credits used in meeting the requirements of a graduate degree or certification in professional education must be earned within a period of not more than seven consecutive years, commencing with the enrollment date in courses applicable to the degree (or certification program) rather than the completion date of applicable courses. This limit applies to resident credit courses, Extension courses, and courses taken at other Universities. Waiver of the seven-year limit for specific courses may be allowed, up to a maximum of nine semester credits, upon petition to the Graduate Council, but the seven-year limit will not be waived for any course taken 10 or more years before the degree (or certification program) completion date. Petitions to the Graduate Council must specify the anticipated graduation date. Only graduate credits earned within seven years prior to the date of admission will be considered in determining admission status.

Sample Action: Please extend the seven year limit of CPP 702, Theories of Counseling, 3 credits, Fall 1999 and CPP 704, Intro to Counseling, 3 credits, Spring 2000, for completion of an MSE in Counseling by Spring 2007.

Transfer Credit:

A student who is admitted may transfer a maximum of 14 semester credits from other institutions accredited to offer graduate programs provided the transfer credit is appropriate to the degree being undertaken. No credit below a grade of B will transfer and no credit will be allowed for correspondence work, undergraduate work, work completed more than seven years before the expected degree, or work used to complete another degree.

Sample Action: Please allow the transfer of ECON 5800, Special Topics, 2 credits, Fall 2002, grade "C+" taken from the University of Minnesota, Duluth into my graduate program.

Undergraduate Seniors:

Second semester UW-Superior seniors, with the approval of the Graduate Council, may take a maximum of six graduate semester credits in courses numbered 500 to 699 during their final semester, subject to certain provisions. The graduate credits must be beyond those required for the baccalaureate degree, and cannot count toward the baccalaureate degree. Permission to enroll for the graduate credits requires approval of the Graduate Council, obtained by means of a petition during the prior semester. Seniors seeking this privilege must meet the grade point average required for unconditional admission to Graduate Studies. Undergraduate academic fees will be charged for these six graduate credits. After completion of an undergraduate degree, these graduate credits will be entered on the student's graduate transcripts.

Sample Action: Please allow me to enroll in the following graduate level courses: (list title, credit and term taken for each class)