

Petition for Admission

Policy Number

5080

Executive Responsibility

[Dean of the College of Graduate Programs and Honors Studies](#)

[Faculty Senate](#)

Functional Responsibility

[College of Graduate Programs and Honors Studies](#)

5080.1 General Policy

An applicant who does not meet the College of Graduate Programs and Honors Studies or the academic programs 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. 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.

Petitions for admission after an initial denial 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 appropriate equivalent, and then returned to the College of Graduate Programs and Honors 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 Honors Studies within 20 business days of its being sent. Petitions that remain unreturned or unanswered for longer than this time frame may be considered by the College of Graduate Programs and Honors Studies to be automatically denied— or the College of Graduate Programs and Honors Studies may refer the matter to the Graduate Student Affairs Committee of the Faculty Senate. 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 Honors Studies, the Dean, College of Graduate Programs and Honors 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 Honors 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.