

GRADUATE ADVISOR GUIDE

GRADUATE ENROLLMENT MANAGEMENT SERVICES

THE GRADUATE SCHOOL

UNIVERSITY OF WASHINGTON



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04/26/2017

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Admission Petitions Overview

04/26/17

Definition: A request to the Dean of the Graduate School to waive a Graduate School admission requirement (i.e., no bachelor's degree, no English proficiency test scores, etc.) or to take specific action on an application (i.e., change quarter/year).

Policy: [Graduate School Memorandum 3: Graduate Admission Understanding the Application Process](#)

Process:

- 1) The department selects the petition type, provides a justification, and submits the petition in [MyGrad Program](#) (MGP).
- 2) The Graduate School approves or denies the request and if needed, takes action (i.e. changes quarter/year of the application).

Deadlines: Vary by petition type. Please see specific petition type for deadline.

FAQ: Q: Where in [MyGrad Program](#) does a department submit an admission petition?
A: Submit petitions from the Graduate Applicant Detail page. *Detailed instructions are in MGP Help under the heading: Applications (Other).*

Q: Can an applicant submit an admission petition?

A: No. If a department supports an applicant's request, the department can submit an admission petition on behalf of the applicant.

Q: How can the department learn of the Graduate School's decision?

A: The department can check petitions in [MyGrad Program](#) from the Graduate Applicant Detail page. The Graduate School does not currently send automatic e-mails for admission petitions.

Q: How long will it take for a decision to be made?

A: Please allow and plan for a maximum of one-week processing time.

Appeals: Departments or applicants may appeal the decision of the Graduate School per the process outlined in Appeal an Admission Petition Decision.

Admission Petitions

Early Entry

04/26/17

Definition: A request to the Dean of the Graduate School to move an application to an earlier quarter/year when an applicant is able to start earlier than originally intended, or if an applicant applied to a later quarter/year in error.

Policy: An application can be moved to an earlier quarter/year *only* twice. An early entry admission petition does not require an offer of admission.

Process:

- 1) The department selects and submits the petition type: “Early Entry - Specify Quarter/Year Below” in [MyGrad Program](#) (MGP).
- 2) The Graduate School approves or denies the request.
- 3) If *approved*, a copy of the original application is made and the quarter/year is updated. If the original application was in Received status, the new application will be in Received status. If the original application was in Offered status, the offer of admission will be re-entered on the new application. The original application is withdrawn.
- 4) If *denied*, the applicant can submit a new application and pay another application fee.

Deadlines: Submit early entry admission petitions no later than the 5th business day of each quarter.

FAQ: Q: Where in [MyGrad Program](#) does a department submit an early entry admission petition?

A: Submit petitions from the Graduate Applicant Detail page. *Detailed instructions are in MyGrad Program Help under the heading: Applications (Other).*

Q: Are departments required to allow for admission early entries?

A: No. It is up to the department to maintain an internal policy on admission early entries.

Q: Are Graduate Non-Matriculated (GNM) applications eligible for early entry?

A: No. GNM applicants must submit a new application.

Q: If an applicant paid the Enrollment Confirmation Deposit (ECD) on the original application, will it be applied to the new application?

A: Yes. GEMS sends an email to the Office of the University Registrar requesting the ECD be applied to the new application.

Appeals: Departments or applicants may appeal the decision of the Graduate School per the process outlined in the Admission Petitions Appeal Process.

Admission Petitions

Deferral

04/26/17

Definition: A request to the Dean of the Graduate School to move an application with an offer of admission to a future quarter/year.

Policy: *Per the applicant's request*, an application can be moved to a future quarter/year *only* once and within a one-year period. A deferral admission petition requires an offer of admission.

- Process:**
- 1) The department selects and submits the petition type: "Defer- Specify Quarter/Year Below" in [MyGrad Program](#) (MGP).
 - 2) The Graduate School approves or denies the request.
 - 3) If *approved*, a copy of the original application is made and the quarter/year is updated. GEMS will re-enter the offer of admission on the new application. The original application is withdrawn.
 - 4) If *denied*, the applicant can submit a new application and pay another application fee.

Deadlines: Submit deferral admission petitions no later than the 5th business day of each quarter.

FAQ: Q: Where in [MyGrad Program](#) does a department submit an early entry admission petition?
A: Submit petitions from the Graduate Applicant Detail page. *Detailed instructions are in MyGrad Program Help under the heading: Applications (Other).*

Q: Are departments required to allow for admission deferrals?

A: No. It is up to the department to maintain an internal policy on admission deferrals.

Q: Are Graduate Non-Matriculated (GNM) applications eligible for deferral?

A: No. GNM applicants must submit a new application.

Q: If an applicant paid the Enrollment Confirmation Deposit (ECD) on the original application, will it be applied to the new application?

A: Yes. GEMS sends an email to the Office of the University Registrar requesting the ECD be applied to the new application.

Appeals: Departments or applicants may appeal the decision of the Graduate School per the process outlined in the Admission Petitions Appeal Process.

Admission Petitions Appeal Process

04/26/17

Definition: Advisors submit admission petitions in [MyGrad Program](#) (MGP) to waive a Graduate School admission requirement (i.e., no bachelor's degree, no English proficiency test scores, etc.) or to take specific action on an application (i.e., change quarter/year). GEMS advisors review the petitions and enter decisions into MyGrad Program. Advisors can review petition decisions in MyGrad Program. If a program or an applicant would like the decision reconsidered, the program may submit an appeal.

Policy: N/A

Process:

- 1) The program sends an email to the GEMS Director, with the name of the applicant, and a justification for the appeal. Any additional information not included with the original petition should be included in the appeal email.
- 2) The GEMS Director reviews the appeal and sends a written decision to the program advisor within 5 – 10 business days.
- 3) If the program wants to file a second appeal, an email should be sent to the dean of the Graduate School at graddean@uw.edu and include the information provided in the first appeal with the GEMS Director's response.
- 4) The dean reviews the appeal and sends a written decision within 5 – 10 business days.

Deadlines: Admission petitions to waive a Graduate School admission requirement and appeals must be completed *prior to an offer of admission*.

FAQ: Q: What if an applicant received an admission offer prior to the denied petition appeals?
A: The program may be required to rescind the offer of admission.

Q: If a petition appeal is denied, can the applicant receive an application fee refund?
A: No, application fees are non-refundable. However, if the applicant can provide documentation that indicates s/he was misadvised by the admitting program prior to submitting the application fee, a fee refund may be approved.

Q: What if a faculty member was trying to recruit an applicant and gave incorrect information about admission requirements and GEMS denied the petition? Would that warrant an appeal?
A: If the program believes a GEMS' decision should be reconsidered, file an appeal and include any written documentation that provides relevant information.

Student Petitions Overview

04/26/17

Definition: A request to the Dean of the Graduate School to waive Graduate School degree requirements for enrolled or previously enrolled graduate students.

Policy: [Policies & Procedures](#)

Process:

- 1) The student selects the petition type, provides a justification, and submits the petition in in [MyGrad Student View](#).
- 2) The department reviews the student petition and makes a recommendation to the Graduate School.
- 3) The Graduate School approves or denies the department's recommendation and, if needed, takes action (e.g., makes changes to the student's degree audit).

Deadlines: Petitions should be submitted as soon as an eligible student inquires about a waiver of Graduate School degree requirements.

FAQ: Q: Can the department submit a petition on behalf of the student?
A: Yes, this is a two-step process: (1) the department creates a petition on behalf of the student and (2) the GPC designee reviews the petition and makes a recommendation to the Graduate School.

Q: Where in [MyGradProgram](#) does a department submit a student petition?

A: Submit petitions from the Student Detail page. *Detailed instructions are in MyGrad Program Help under the heading: Viewing Grad Students.*

Q: How can the department learn of the Graduate School's decision?

A: The department can check petitions in [MyGrad Program](#) from the Student Detail page. The student will receive an automatic e-mail with the Graduate School's decision.

Q: How long will it take for a decision to be made?

A: Please allow and plan for a maximum of one-week processing time.

Appeals: Students or departments may appeal the decision of the Graduate School per the process outlined in Student Petitions Appeals Process.

Student Petitions

Master's degree - Extend six-year limit

04/26/17

Definition: A petition to the Dean of the Graduate School to extend the six-year limit for a UW Master's degree.

Policy: [Master's Degree Requirements](#)

- Process:**
- 1) A student submits a petition in [MyGrad Student View](#).
 - a. Select petition type: Master's degree- Extend six- year limit
 - b. Enter justification: Enter quarter/year the student plans to graduate
 - 2) The department reviews the student petition and makes a recommendation to the Graduate School.
 - 3) The Graduate School approves or denies the recommendation from the department and when necessary makes changes to the student's degree audit.

Deadlines: Petitions should be submitted as soon as a Master's student plans to graduate.

FAQ: Q: Can the department submit a petition on behalf of the student?

A: Yes, this is a two-step process: (1) the department creates a petition on behalf of the student and (2) the department reviews the petition and makes a recommendation to the Graduate School.

Q: Where in [MyGradProgram](#) does a department submit a student petition?

A: Submit petitions from the Student Detail page. *Detailed instructions are in MyGrad Program Help under the heading: Viewing Grad Students.*

Q: When should students request an extension of the six-year limit?

A: When they submit a Master's degree request and know the quarter and year they plan to graduate.

Q: What happens if the student's graduation is postponed?

A: The student needs to submit another petition with the new quarter and year they plan to graduate.

Q: Will the Graduate School deny a recommendation from the department to extend the six-year limit?

A: If the department provides a reasonable justification of the circumstances requiring an extension of the six-year limit, the Graduate School will support a department's recommendation.

Appeals: Students or departments may appeal the decision of the Graduate School per the process outlined in Student Petitions Appeals Process.

Student Petitions

Doctoral degree - Extend ten-year limit

04/26/17

Definition: A petition to the Dean of the Graduate School to extend the ten-year limit for a UW doctoral degree.

Policy: [Doctoral Degree Requirements](#)

Process:

- 1) A student submits a petition in [MyGrad Student View](#). The student selects the type of petition and provides a justification.
 - a. Select petition type: Doctoral degree- Extend ten-year limit
 - b. Enter justification: Enter quarter/year student plans to graduate
- 2) The department reviews the student petition and makes a recommendation to the Graduate School.
- 3) The Graduate School approves or denies the recommendation from the department and when necessary makes changes to the student's degree audit.

Deadlines: Petitions should be submitted as soon as a Doctoral student plans to graduate.

FAQ: Q: Can the department submit a petition on behalf of the student?
A: Yes, this is a two-step process: (1) the department creates a petition on behalf of the student and (2) the department reviews the petition and makes a recommendation to the Graduate School.

Q: Where in [MyGradProgram](#) does a department submit a student petition?

A: Submit petitions from the Student Detail page. *Detailed instructions are in MyGrad Program Help under the heading: Viewing Grad Students.*

Q: When should students request an extension of the ten-year limit?

A: When they schedule their final exam and know the quarter and year they plan to graduate.

Q: What happens if the student's graduation is postponed?

A: The student needs to submit another petition with the new quarter and year they plan to graduate.

Q: Will the Graduate School deny a recommendation from the department to extend the ten-year limit?

A: If the department provides a reasonable justification of the circumstances requiring an extension of the ten-year limit, the Graduate School will support a department's recommendation.

Appeals: Students or departments may appeal the decision of the Graduate School per the process outlined in Student Petitions Appeals Process.

Student Petitions

Count 12 GNM credits toward degree

04/26/17

Definition: A petition to the Dean of the Graduate School to allow up to 12 UW graduate non-matriculated (GNM) credits to count towards a UW graduate degree.

Policy: [Memo 37: Enrollment of Graduate Non-matriculated Students in Graduate Courses](#)

Process:

- 1) A student submits a petition in [MyGrad Student View](#).
 - a. Select petition type: Count 12 GNM credits toward degree
 - b. Enter justification: Enter course information including quarter and year taken, course prefix and credit amount.
- 2) The department reviews the student petition and makes a recommendation to the Graduate School.
- 3) The Graduate School approves or denies the recommendation from the department and when necessary makes changes to the student's degree audit.

Deadlines: Petitions should be submitted as soon as an eligible student inquires about a waiver of Graduate School requirements.

FAQ: Q: Can the department submit a petition on behalf of the student?
A: Yes, this is a two-step process: (1) the department creates a petition on behalf of the student and (2) the department reviews the petition and makes a recommendation to the Graduate School.

Q: Where in [MyGradProgram](#) does a department submit a student petition?

A: Submit petitions from the Student Detail page. Detailed instructions are in MyGrad Program Help under the heading: Viewing Grad Students.

Q: Can a student petition to count UW non-matriculated (NM) credits towards a UW graduate degree?

A: Yes, using the petition type: Waive Graduate School requirements

Q: Will approved GNM credits appear on the student's UW degree audit?

A: Yes

Q: Are GNM credits calculated in the student's cumulative grade point average (GPA)?

GNM credits are automatically calculated into the cumulative GPA on student's transcript.

Approved GNM credits will be calculated into the cumulative GPA on student's degree audit.

Appeals: Students or departments may appeal the decision of the Graduate School per the process outlined in Student Petitions Appeals Process.

Student Petitions

Master's degree – Transfer credits from another institution

04/26/17

Definition: A petition to the Dean of the Graduate School to transfer credits from a recognized academic institution to be applied towards a UW master's degree.

Policy: [Transfer Credit Graduate School Policy](#)

- Process:**
- 1) A student submits a petition in [MyGrad Student View](#).
 - a. Select petition type: Master's degree - Transfer credits from another institution
 - b. Enter justification: Name of institution, system (quarter, semester, etc.), confirmation that the credits were not used for another degree, course prefix, number, and name, and number of credits.
 - 2) Student submits an official transcript to GEMS unless the official transcript was previously submitted to GEMS for degree verification.
 - 3) The department reviews the student petition and makes a recommendation to the Graduate School.
 - 4) The Graduate School approves or denies the recommendation from the department and when necessary makes changes to the student's degree audit.

Deadlines: Petitions should be submitted as soon as an eligible student inquires about a waiver of Graduate School requirements.

FAQ: Q: Can the department submit a petition on behalf of the student?
A: Yes, this is a two-step process: (1) the department creates a petition on behalf of the student and (2) the department reviews the petition and makes a recommendation to the Graduate School.

Q: Where in [MyGradProgram](#) does a department submit a student petition?

A: Submit petitions from the Student Detail page. *Detailed instructions are in MyGrad Program Help under the heading: Viewing Grad Students.*

Q: Will the transfer credits appear on the student's UW transcript?

A: No, the credits will not appear on the student's UW transcript.

Q: Can students transfer credits to be applied toward a UW doctoral degree?

A: No, graduate level coursework taken at another academic institution is not applicable toward a doctoral degree.

Appeals: Students or departments may appeal the decision of the Graduate School per the process outlined in Student Petitions Appeals Process.

Student Petitions

Waive up to 30 doctoral degree credits for previously earned graduate degree

04/26/17

Definition: A request to the Dean of the Graduate School to waive up to 30 UW doctoral degree credits for previously earned graduate degree from a recognized academic institution.

Policy: [Doctoral Degree Requirements](#)

- Process:**
- 1) A student submits a petition in [MyGrad Student View](#).
 - a. Select petition type: Waive up to 30 doctoral degree credits for previously earned graduate degree
 - b. Enter justification: Name of institution, name of degree and date degree awarded, number of credits requested
 - 2) The student or the department submits an official transcript to GEMS unless the official transcript was previously submitted to GEMS for degree verification.
 - 3) The department reviews the petition and makes a recommendation to the Graduate School. If approving the petition, the department must verify the number of credits to waive.
 - 4) The Graduate School approves or denies the recommendation from the department.
 - 5) If *approved*, the Graduate School makes changes to the student's degree audit.

Deadlines: Petitions should be submitted as soon as an eligible student inquires about a waiver of Graduate School requirements.

FAQ: Q: Can the department submit a petition on behalf of the student?
A: Yes, this is a two-step process: (1) the department creates a petition on behalf of the student and (2) the department reviews the petition and makes a recommendation to the Graduate School.

Q: Where in [MyGradProgram](#) does a department submit a student petition?

A: Submit petitions from the Student Detail page. *Detailed instructions are in MyGrad Program Help under the heading: Viewing Grad Students.*

Q: When should a student request to waive doctoral degree credits?

A: After the department has officially established the student's supervisory committee in [MyGrad Program](#).

Q: Will the credits from the previous degree appear on the student's UW transcript?

A: No, the credits will not appear on the student's UW transcript.

Appeals: Students or departments may appeal the decision of the Graduate School per the process outlined in Student Petitions Appeals Process.

Student Petitions

Change Degree/Pathway coding

04/26/17

Definition: A petition to the Dean of the Graduate School to change degree/pathway coding for enrolled graduate students when the graduate unit cannot make changes to degree/pathway coding in MyGrad Program using the Update Degree feature.

Policy: [Policies & Procedures](#)

- Process:**
- 1) A student submits a petition in [MyGrad Student View](#).
 - a. Select petition type: Change Degree/Pathway coding
 - b. Enter justification: Include degree pathway-level-type (i.e., ANTH 00-2-7) of degree and whether the degree is to be added or removed
 - 2) The department reviews the student petition and makes a recommendation to the Graduate School. The department must provide degree information: degree/pathway for approved changes.
 - 3) The Graduate School approves or denies the recommendation from the department and when necessary makes changes to the student's degree audit.

Deadlines: Petitions can be submitted for students who are currently registered or planning to register the following quarter.

FAQ: Q: Can the department submit a petition on behalf of the student?
A: Yes, this is a two-step process: (1) the department creates a petition on behalf of the student and (2) the department reviews the petition and makes a recommendation to the Graduate School.

Q: Where in [MyGradProgram](#) does a department submit a student petition?

A: Submit petitions from the Student Detail page. *Detailed instructions are in MyGrad Program Help under the heading: Viewing Grad Students.*

Q: Can a student record retain multiple degree codes after the student graduates from one of the degree programs?

A: Yes. Retaining multiple degree codes ensures accuracy in the student record.

Q: Can a doctoral student get a Master's degree and maintain doctoral status?

A: Yes, a doctoral student is allowed to request a Master's degree.

Q: Can a doctoral student get a terminal Master's degree without changing the degree level?

A: Yes, a doctoral student may take a break or leave the UW after receiving a Master's degree.

Appeals: Students or departments may appeal the decision of the Graduate School per the process outlined in Student Petitions Appeals Process.

Student Petitions Appeal Process

04/26/17

Definition: Student petitions are submitted in MyGrad Program by graduate advisors to waive Graduate School degree requirements. GEMS advisors review the petitions and enter decisions into MyGrad Program. Advisors can review petition decisions in MyGrad Program. If a program or a student would like the decision reconsidered, an appeal may be submitted.

Policy: N/A

- Process:**
- 1) A program advisor should send an email to the GEMS Director, with the name of the student, and a justification for the appeal. Any additional information not included with the original petition should be included in the appeal email.
 - 2) The GEMS Director will review the appeal and send a written decision to the program advisor within 5 – 10 business days.
 - 3) If the program wants to file a second appeal, an email should be sent to the dean of the Graduate School at graddean@uw.edu and include the information provided in the first appeal with the GEMS Director's response.
 - 4) The dean will review the appeal and send a written decision within 5 – 10 business days.

Dates/Deadlines: Student petitions and appeals must be completed prior to the event for which the petition is needed (i.e., general/final exams, graduation, etc.).