

# GRADUATE ADVISOR GUIDE

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GRADUATE ENROLLMENT MANAGEMENT SERVICES

THE GRADUATE SCHOOL

UNIVERSITY OF WASHINGTON



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08/10/2017

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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 5<sup>th</sup> 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 5<sup>th</sup> 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](mailto: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.

## Enrollment Confirmation Deposit (ECD) Payment Process

08/08/17

**Definition:** Enrollment Confirmation Deposits (ECDs) are required from all, new graduate students to confirm their intent to enroll in a graduate degree program.

**Policy:** [ECD Information](#)  
[WAC](#)

- Process:**
- 1) Applicants receive an offer of admission by a Department/Program.
  - 2) After 2-5 business days, applicants log-in to their admission application via the Graduate School's "Returning Applicants" portal on the [Graduate School website](#).
  - 3) Applicants click on "Check Status" to view the "Application Status" page and click on the button "ACCEPT OFFER."\*
  - 4) Applicants proceed through the [steps to pay the ECD](#) and receive a confirmation web page and email.

\* Applicants must have a [UW NetID](#) and Private Access Code (PAC) - provided on the Application Status page) to accept an offer.

**Deadlines:** Applicants should pay and confirm enrollment by the deadlines established by the Departments/Programs/Colleges. ECDs must be paid in-person at a Registrar's office after the start of the intended quarter/year of enrollment, no later than the fifth day of the quarter.

**FAQ:** Q: What if the PAC does not appear on the Application Status Page?

A: The student must call the Office of the University Registrar to obtain a new PAC.

Q: Can the ECD be waived?

A: Typically, no. Direct question regarding waivers to the Office of the University Registrar ([regoff@uw.edu](mailto:regoff@uw.edu)).

Q: Can the department pay the ECD on behalf of a student?

A: Students must pay the ECD but departments may reimburse the student.

Q: Can a student pay via regular postal mail?

A: No. The deposit is paid electronically when the applicant accepts the admission offer.

Q: Can students pay with a check?

A: Yes, students may pay the ECD with a web check, but only students that use a US bank account.

## On-Leave Status for Graduate Students

08/08/2017

**Definition:** Graduate students in good academic standing may request a quarterly, On-Leave status. (Summer quarter On-Leave status is automatic for all graduate students who are registered or have an approved On-Leave status during the prior Spring Quarter.)

**Policy:** [Graduate School Memorandum 9](#)  
[On Leave Procedures: Maintaining Student Status](#)  
[WAC](#)

### Process:

- 1) Students request leave in MyGrad and receive a confirmation web page in addition to an e-mail indicating the request for on-leave status has been submitted for graduate program approval.
- 2) Departments receive leave notices in [MyGrad](#) (Student Leave Requests) and submit leave decisions. If approved, students receive an e-mail with instructions to pay leave fee.
- 3) *International Students only:* If approved by departments, International Student Services (ISS) receives notices in MyGrad and submits leave decisions. If approved, students receive email with instructions to pay leave fee.
- 4) Students return to MyGrad, pay leave fee and receive confirmation page and email.

**Deadlines:** The leave process, including leave payment, must be completed by 5 PM PST on the [last day of instruction](#) within the leave request quarter.

**FAQ:** Q: What if the student misses the deadline to request leave?

A: The student loses graduate status and will need to [reinstate](#) to re-enter the program.

Q: What if the student is not in good academic standing?

A: Graduate programs may approve on-leave status for a student who does not have good academic standing, but the programs must provide a justification in the leave approval.



## Reinstatement

08/08/2017

**Definition:** Graduate students who failed to maintain their graduate student status (registered or [on-leave status](#)) but wish to resume studies in their previous graduate program must submit a reinstatement request to the Graduate School.

**Policy:** [Reinstatement Eligibility and Information Graduate School Memorandum 9 - On Leave Policy to Maintain Graduate Student Status WAC](#)

### Process:

- 1) Eligible graduate students request reinstatement in [MyGrad](#) for the intended quarter/year and receive a confirmation web page and email.
- 2) Departments receive task notices in [MyGrad](#) and submit reinstatement request decisions. Students receive email with next steps or instructions to pay reinstatement fee.
- 3) Students return to MyGrad, pay reinstatement fee, and receive confirmation web page and email.
- 4) GEMS receives task notices in MyGrad to process reinstatements for students. Requests are processed within 24-72 hours upon receipt of payment.
- 5) Students must register for the quarter/year they reinstate.

**Deadlines:** Requests are only accepted for the current or next future quarter, beginning on the first day of the quarter. The deadline to request, approve, and pay for reinstatement is the [last day of instruction](#).

**FAQ:** Q: The student was on-leave spring quarter but did not request leave for summer- does the student need to reinstate?

A: No, summer quarter registration is not required to maintain graduate student status if a student was on-leave for spring. The student must register or request on-leave status for autumn quarter.

Q: A student reinstated for X Quarter, but was unable to register. Does the student have to reinstate and pay the fee again?

A: No. Contact GEMS and we will change the reinstatement to the new quarter (within one year from the request date) and a new fee will not be required. If the one-year timeline has passed, a new request and payment is required.

Q: The student accidentally submitted a request for the wrong quarter and year. Can the request be withdrawn?

A: Yes, either the department or student may withdraw an incorrectly submitted or duplicate reinstatement request via MyGrad Student or MyGrad Department view.

**Exceptions:** Waivers for the reinstatement fee (requested via student petition) are allowed in very rare circumstances and on a case-by-case basis. Departments may also choose to reimburse a student for the reinstatement fee.

## Unsatisfactory Progress

08/08/2017

**Definition:** Graduate students may continue to enroll if they maintain satisfactory performance and progress toward completion of their graduate degree programs. Each graduate unit must have requirements for satisfactory progress in writing and distribute them to all graduate students.

**Policy:** [Graduate School Memorandum 16](#)

### Process:

#### Probation and Final Probation

- 1) Graduate Program Coordinators (GPCs) send students a probationary letter that includes a well-documented statement of the circumstances involved, steps to remove the probation status and return to good academic standing and, outlined consequences if the students fail to fulfil those steps.
- 2) Departments send a copy of the letters to the Graduate School- GEMS, Box 353770
- 3) The Graduate School notifies the Office of the Registrar and probation status' are notated on students' unofficial transcripts.
- 4) Students placed on final probation additionally receive a letter from the Dean of the Graduate School.

#### Drop

- 1) Departments should contact Director of GEMS prior to sending drop letters to students.
- 2) GPCs send drop letters to students with well-documented statements describing the students' academic problems and provide explanations of the steps leading to the drop recommendations.
- 3) Departments send a copy of the letters to the Graduate School- GEMS, Box 353770
- 4) The Graduate School notifies the Office of the Registrar that students are dropped from the programs and students are prevented from future registration in those programs.
- 5) Students dropped from their programs additionally receive a letter from the Dean of the Graduate School.

**Note:** All letters must be signed by the Graduate Program Coordinators.

**Deadlines:** Drop recommendations must be sent to the Graduate School by the fifth day of the quarter. Probation and final probation recommendations must be sent to the Graduate School by the tenth day.

**FAQ:** Q: Does a student need to be registered to be placed on probation?

A: Typically yes. However, exceptions may be made after consulting with GEMS. Probation status will not be noted on the unofficial transcript if the student is not registered.

Q: How many quarters can a student be placed on Probation?

A: A graduate program may recommend numerous quarters of probation for a student, but the Graduate School recommends no more than three consecutive quarters. Letters of probation must be issued each quarter.

Q: Can a student go directly to Final Probation?

A: No. Students must first be placed on Probation.

Q: If a student's funding is affected by the probation status, should this be indicated in the probation letter?

A: No, changes to funding are not addressed in a probation letter.

Q: If students are "dropped" from a degree program, are they "dismissed" from the UW?

A: No. A drop from a degree program does not preclude students from being admitted or registering in another graduate program.

**Exceptions:** Students may appeal these recommendations directly to the Chair or Director of the graduate program or consider a grievance as outlined in the Graduate School Memorandum 33.

## 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](mailto: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.).