

GRADUATION APPEALS FORM

Petitions Cover Sheet and Instructions

NAME:		ID: - -	
EMAIL:		DATE	
ADDRESS:			
CITY:		STATE	ZIP
MAJOR:		PHONE:	

The Graduation Appeals Committee is charged with following University policy governing the particular issue unless there are exceptional, compelling, necessary, and verifiable reasons to set it aside.

Detailed information is available at

<http://www.umt.edu/facultysenate/Curriculum/Forms/GraduationAppealsProcedures.htm>.

1. STATE YOUR REQUEST CLEARLY. Specify the University requirements to which you are requesting an exception. If your request involves transfer work, indicate the course and school where the course was taken.

2. STATE YOUR REASONS CLEARLY. You are requesting an exception to University requirements, and the submissions of a petition does not guarantee approval. Your reasons should be compelling and clearly presented. Attach additional pages if necessary.

COMPLETE PAGE 2

For Committee Use Only		
Petition Approved _____	Petition Denied _____	Approval Pending _____

3. GATHER SUPPORTING DOCUMENTATION. Any claims made in Section 2 should be supported by

evidence. Petitions to count a non-designated course or transfer course towards General Education should include a course description and syllabus and a letter of support from the chairperson of the department involved. The more evidence a petition package contains, the better its chance for approval.

4. OBTAIN THE FOLLOWING SIGNATURES AND JUSTIFICATIONS:

Student Signature	Date
--------------------------	-------------

Advisor Signature		Date
Print Name _____	Approval Not Recommended _____	
Approval Recommended _____	Justification for not Recommending	
Justification for Recommendation		

Signature of Dept. Chair of Student's Major		Date
Print Name _____	Approval Not Recommended _____	
Approval Recommended _____	Justification for not Recommending	
Justification for Recommendation		

Signature of Dean of School/College of Student's Major		Date
Print Name _____	Approval Not Recommended _____	
Approval Recommended _____	Justification for not Recommending	
Justification for Recommendation		

- 5. TRANSCRIPTS:** Unofficial transcripts can be obtained in the Registration Center (Lommasson Building) or online at www.cyberbear.umt.edu.
- 6. COPIES OF THE PETITION.** Make five (5) copies of the entire petition package (both sides of this form and all attachments, plus transcripts) and submit the original and the five (5) copies of the package to the Graduations Office (located in the Registrar's Office, Lommasson 201).

<p>Important! Only complete petition packages will be considered by the committee. Failure to complete steps 1-6 will result in the petition being returned to you. You will be notified by mail of the results of your petition.</p>
--

Questions: Please contact the Graduations Department at (406) 243-2421 or (406) 243-2422