

GRADUATION APPEALS FORM

Please return the Appeals Form to the Office of the Registrar.

Email Graduation@umontana.edu or call 243-2421 or 243-2422 in regards to upcoming due dates.

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

The Graduation Appeals Committee is charged with following university policy governing graduation requirements unless there are **exceptional, compelling, necessary, and verifiable reasons** to set it aside. Detailed information is available at: <http://www.umt.edu/facultysenate/procedures/default.php>. Scroll to form number 203.50.

Please attach documentation in response to, or in support of, the following three steps:

1. STATE YOUR REQUEST CLEARLY. Specify the university requirement(s) to which you are requesting an exception. If your request involves transfer work, indicate the course and school where the course was taken. For example: "I am requesting that course __, taken in __ semester at __ University be used to satisfy requirement __."

2. STATE YOUR REASONS CLEARLY IN A BRIEF SUMMARY. You are requesting an exception to (a) university requirement(s), and the submission of a petition does not guarantee approval. You must demonstrate that you made an effort in good faith to satisfy graduation requirements as written, that the failure to meet requirements was due to circumstances beyond your control, and that obliging you to meet the requirements now would impose an unreasonable burden.

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 a General Education requirement should include a course description and syllabus, and a letter of support from the chairperson of the department involved. Writing samples should be reviewed before submitting to the graduation appeals committee.

4. OBTAIN THE FOLLOWING SIGNATURES. Signatures indicate only that the undersigned have reviewed the petition for clarity and complete documentation. They do not indicate endorsement of the petition. Signatories may, if they choose, submit a supporting letter which may be added as supporting documentation. *Neither the dean, nor the dean's designee may sign as the student's advisor.*

Petitions cannot move forward without the signatures below. Emails from approvers will be accepted instead of a physical signature, please attach with petition. The signatures do not guarantee that your appeal will be approved:

A. Student Signature _____ **Date** _____

B. Advisor Signature _____

Print Name _____ Date _____

Approval Supported Approval Not Supported

C. Signature of Dept. Chair of Student's Major _____

Print Name _____ Date _____

Approval Supported Approval Not Supported

D. Signature of Dean of School/College of Student's Major _____

Print Name _____ Date _____

Approval Supported Approval Not Supported

5. GRADUATION APPLICATION. The graduation appeals committee prefers to have a completed and approved graduation application on file with the Office of the Registrar. If you have not yet submitted a graduation application to the Registrar's Office, please do so before submitting this appeal.

6. PETITION PACKET. When your packet is complete, scan and email to Graduation@umontana.edu or submit a single copy of the completed packet to the Office of the Registrar.

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 email of the results of your petition.

Questions: Please email Graduation@umontana.edu or call (406) 243-2421 or (406) 243-2422.

<p>STUDENT CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written Request <input type="checkbox"/> Written Reasoning Summary <input type="checkbox"/> Supporting Documentation/Letter(s) of Support <input type="checkbox"/> Signatures <input type="checkbox"/> Completed Packet Turned In 	<p>COMMITTEE CHECKLIST – for office use only</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Packet <input type="checkbox"/> Graduation Application <input type="checkbox"/> Transcript
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