

## GRADUATION APPEALS FORM

(Please return the Appeals Form to the Registrar's Office. Please call 243-2422 or 243-2421 in regards to upcoming due dates for Appeals Forms.)

### Petition 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 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. Attach additional pages if necessary.

**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.

**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, but the signatures do not guarantee that your appeal will be approved):

**A. Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**B. Advisor Signature\*** \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**C. Signature of Dept. Chair of Student's Major\*** \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**D. Signature of Dean of School/College of Student's Major\*** \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**5. TRANSCRIPTS:** Unofficial transcripts can be obtained online from your CyberBear account at [www.cyberbear.umt.edu](http://www.cyberbear.umt.edu).

**6. GRADUATION APPLICATION:** Please provide a copy of your graduation application if you have applied to graduate, which can be obtained from the Graduations Office in the Registrar's Office. If you have not yet filed a graduate application, please provide a completed General Education check sheet, which is available at the following link - <http://www.umt.edu/undergrad-advising-center/Files%20and%20Forms/GER%20F09.pdf>

**7. PETITION PACKET:** When your packet is complete, scan and email to Paulette Nooney ([nooneype@mso.umt.edu](mailto:nooneype@mso.umt.edu)) or Kyle Brester ([kyle.brester@mso.umt.edu](mailto:kyle.brester@mso.umt.edu)) or submit a single copy of the complete packet to the Graduation Department in the Registrar's Office.

**Important!** Only complete petition packages will be considered by the committee. Failure to complete steps 1-7 will result in the petition being returned to you. You will be notified by mail of the results of your petition.

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