

GRADUATION APPEALS FORM

(Please return Appeals Form to Registrar's Office. Please call 243-2421 or 243-2422 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. You are requesting an exception to University requirements, and the submission of a petition does not guarantee approval. Your reasons should be exceptional, compelling, necessary and clearly presented. 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 General Education should include a course description and syllabus and a letter of support from the chairperson of the department involved.

4. OBTAIN THE FOLLOWING SIGNATURES AND JUSTIFICATIONS:

A. Student Signature _____ **Date** _____

B. Advisor Signature* _____

Print Name _____ Date _____

Approval Recommended _____ Approval Not Recommended _____

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

Print Name _____ Date _____

Approval Recommended _____ Approval Not Recommended _____

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

Print Name _____ Date _____

Approval Recommended _____ Approval Not Recommended _____

*** Please attach relevant documentation explaining your justification(s) for recommending, or not recommending, this appeal.**

5. TRANSCRIPTS: Unofficial transcripts can be obtained in the Registration Center (Lommasson Building) or online at www.cyberbear.umd.edu.

6. COPIES OF THE PETITION: Make six (6) copies of the entire petition package (both sides of this form and all attachments, plus transcripts) and submit the original and the six (6) copies of the package to the Graduations Office (located in the Registrar's Office, Lommasson 201).

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.

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