

Date Received \_\_\_\_\_

The University of Kansas  
School of Fine Arts  
**GRADUATE STUDENT PETITION**

Read and type a response for each of the following items. (Failure to do so will result in the petition being returned without review.) The typical time frame for resolution of petitions is 6 weeks. The student is responsible for submitting a complete petition and with the advisor, monitoring its progress through the system.

Student's Name: \_\_\_\_\_ KUID/PSID# \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Dept. or Div./Area: \_\_\_\_\_ Degree pursued: \_\_\_\_\_

Last semester enrolled: \_\_\_\_\_ GPA in program: \_\_\_\_\_ Hours needed to complete degree: \_\_\_\_\_

Date the original time limit expires: \_\_\_\_\_ Initial expected graduation date: \_\_\_\_\_

**Petition Abstract:**

Provide a brief statement of the nature of exactly what you are asking the committee to approve. Indicate course number(s) and title(s) when appropriate.

**Petition Rationale:**

Describe reason(s) for your request:

**Time Line:** For graduation extensions, please provide a schedule for completion of program requirements.

Activity/Requirement	Month/Year of Completion
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

*(attach additional sheet, if necessary)*

**History of previous petition requests:**

Request	Date	Action Taken
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**Advisor's Recommendation:** Approve \_\_\_\_\_ Deny \_\_\_\_\_

Advisor's signature: \_\_\_\_\_ Date \_\_\_\_\_

*Advisor: Send form to Division Director/Area Coordinator.*

**Division Director's/Area's Recommendation:** (if same as advisor sign in both capacities) Approve \_\_\_\_\_ Deny \_\_\_\_\_

Division/Area signature: \_\_\_\_\_ Date \_\_\_\_\_

*Division: Send form to Department Office Staff for processing.*

**Department Office Staff**

Copy form for DEPT student file located in (A&D-300A&D; M&D-460 MUR; MEMT-448 MUR)

*and send original on to: COGSIM chair, 446 Murphy (for Music and Dance)*  
*GAC chair, 300 A&D (for Art) or*  
*GEC chair, 300 A&D (for Design)*

**Action of COGSIM / GAC / GEC (circle one):** Approve \_\_\_\_\_ Deny \_\_\_\_\_

Graduate Committee authorization: \_\_\_\_\_ Date \_\_\_\_\_

*After committee recommendation send form to the Associate Dean of Research and Graduate Studies and he/she will proceed as follows:*

**Action of Associate Dean of Research & Graduate Studies:**

Send copy of action to:  Student  
 A&D, M&D, or MEMT office as appropriate for department student file.  
 (Department Office Staff will copy final approval for chair if needed.)  
 File final copy in SFA student file (Do-All\_\_\_\_, Stu Database\_\_\_\_)