

School of Public Health and Health Services  
Petition (Graduate Programs)

<b>Name</b>	<b>Degree</b>	<b>Current Program/Specialization</b>
<b>GW ID</b>	<b>Email</b>	<b>Date</b>
<b>Current Address</b>	<b>Phone</b>	<b>Effective Semester</b>

<b>ADMISSIONS PETITIONS</b> <i>Please return to <a href="mailto:sphehr@gwumc.edu">sphehr@gwumc.edu</a>. Admissions will forward for approval to appropriate individuals.</i>	<b>STUDENT RECORDS PETITIONS</b> <i>Please obtain Advisor's signature where (A) is noted, and Instructor's signature where (I) is noted. Then return to Student Records (Ross 222 or fax 994-7893)</i>
<input type="checkbox"/> Waive an "Additional Course"	<input type="checkbox"/> Waive a Required Course (A & I)
<input type="checkbox"/> Readmission	<input type="checkbox"/> Substitute a Course for a Required Course (A & I)
<input type="checkbox"/> Change a Degree to a Certificate	<input type="checkbox"/> Attend Two Schools Simultaneously (A)
<input type="checkbox"/> Transfer Graduate Credits to GW Graduate Transcript before Enrolling (Requires transcript, course name, credits, number, description, and syllabus)	<input type="checkbox"/> Transfer Graduate Credits to GW Graduate Transcript after Enrolling (Requires transcript, course name, credits, number, description, and syllabus) (I)
<input type="checkbox"/> Transfer SPHHS Credits from Non-degree to Graduate Transcript	<input type="checkbox"/> Register for Continuous Enrollment Instead of Continuous Research (A)
<input type="checkbox"/> Change Entry Semester	<input type="checkbox"/> Extend Time Limit for Graduation (A)
<input type="checkbox"/> Add Certificate to Degree	<input type="checkbox"/> Request a Leave of Absence (A)
<input type="checkbox"/> Change Degree Program	<input type="checkbox"/> Drop a Course After the Deadline & Receive Full or Partial Refund
<input type="checkbox"/> Change Program/Specialization	<input type="checkbox"/> Add a Course After the Deadline & Waive Late Fee
<input type="checkbox"/> Change from Certificate to Degree	<input type="checkbox"/> Other (specify)

Specifics: What is your request? (use back of page or extend space electronically if needed)

Rationale: Why are you making this request? (use back of page or extend space electronically if needed)

**Required Signatures**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor (A): \_\_\_\_\_ Date: \_\_\_\_\_

Course Instructor (I): \_\_\_\_\_ Date: \_\_\_\_\_

Director of Admissions: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Action:  Request Approved & Processed     Request Pending     Student Notified

Request Denied (explain below)     Advisor(s) Notified