

Graduate Student Program Requirement Petition Form

School of Environmental and Forest Sciences

Student Name: _____ Student Number: _____
Student Signature: _____ Date: _____
Degree Sought (circle one) MS MFR MEH PhD
Anticipated Quarter and Year of Degree Completion: _____
Name of Supervisory Committee Chair: _____
Names of Committee Members: _____

GENERAL INSTRUCTIONS

1. This form is to be used by SEFS graduate students requesting a change in the program requirements for the degree. This includes (1) requests to be waived from a course requirement due to equivalent previous course(s); (2) requests for coursework substitutions for required courses; and (3) requests to include a course as a restricted elective.
2. This form **must be submitted prior to** the quarter during which the waived course, substituted course, or additional course is taken.
3. Although support from the student's Supervisory Committee Chair is a required element of the petition process, **decisions are made by the SEFS Graduate Program Coordinator.**
4. Appeal process: Students who wish to appeal the decision of the SEFS Graduate Program Coordinator are directed to the SEFS Associate Director for Academic Programs.
5. Submit this completed form with all required elements (see below) to Student and Academic Services in Anderson 130, or through email to sefsadv@uw.edu, or through mail to: School of Environmental and Forest Sciences, Box 352100, University of Washington, Seattle, WA, 98195-2100.

PLEASE CHECK ONE BOX AND FOLLOW THE INSTRUCTIONS:

I am requesting to be waived from the following required course: _____.

Requests to be waived from a required course must include: (1) a brief explanation from the student; (2) a statement of support from the student's Supervisory Committee Chair; (3) a copy of the syllabus of the equivalent previous course(s); and (4) a copy of the transcript (unofficial is acceptable) that lists the grade earned from the equivalent previous course(s).

I am requesting to substitute _____ (list course) with _____ (list course).

Requests to substitute a required course with another course must include: (1) a brief explanation from the student; (2) a statement of support from the student's Supervisory Committee Chair; (3) a copy of the syllabus of each course; and (4) a copy of the student's completed and signed program of study ("Green Sheet").

I am requesting to include _____ (list course) as a restricted elective for my degree.

Requests to include a course as a restricted elective must include: (1) a brief explanation from the student; (2) a statement of support from the student's Supervisory Committee Chair; (3) a copy of the course syllabus; and (4) a copy of the student's completed and signed program of study ("Green Sheet").

Reserved for SEFS Graduate Program Coordinator Action.

ACTION: Approved Not Approved

GPC Signature: _____ **Date:** _____

Explanation:

Student Notified on: _____ by: _____.

Note: If the petition is approved, the student's green sheet must be updated to reflect any approved changes.