

**UNIVERSITY OF MINNESOTA DULUTH**  
**GRADUATE SCHOOL PETITION**

**Section A – Personal Information**

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Student E-mail \_\_\_\_\_

Current Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Graduate Program \_\_\_\_\_

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**Section B – Request pertains to**                      Fall                      Spring                      Summer

- Add course(s) after 2<sup>nd</sup> week – list course(s)
- Cancel course(s) after 8<sup>th</sup> week with a W – list course(s)
- Tuition/late fee refund (decision by Registrar’s Office)
- Other

**State precisely the action requested; attach documentation to support the request, if applicable.**

I certify that the information given is true, correct, and complete to the best of my knowledge. I understand that falsification of information may result in disciplinary action.

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

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**Section C – Recommendations**

- |                |  |                   |  |            |  |
|----------------|--|-------------------|--|------------|--|
| <b>Advisor</b> | <input type="checkbox"/> Recommend         | <b>Instructor</b> | <input type="checkbox"/> Recommend         | <b>DGS</b> | <input type="checkbox"/> Recommend         |
|                | <input type="checkbox"/> Not Recommend     |                   | <input type="checkbox"/> Not Recommend     |            | <input type="checkbox"/> Not Recommend     |
|                | <input type="checkbox"/> No Recommendation |                   | <input type="checkbox"/> No Recommendation |            | <input type="checkbox"/> No Recommendation |

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Signature \_\_\_\_\_

Comments

**Graduate School Approval**       Approved                       Denied

\_\_\_\_\_  
Associate Vice Chancellor for Graduate Programs                      Date

Comments

## Instructions for Petitions

- Please be sure all parts of the petition are filled out completely and supporting documentation (if any) is attached. Decisions on petitions may be delayed if they are incomplete. Completed petitions should be submitted to the UMD Graduate School, 431 Darland Administration Building.
- Be precise and supportive in stating reasons for your request. Some examples:
  - To cancel ARTxxxx, section 001, after the end of the 2<sup>nd</sup> week with a full tuition refund
  - To add ARTxxxx, section 002, after the end of the 2<sup>nd</sup> week
- Obtain the signatures needed in your situation prior to submitting the petition to the UMD Graduate School office.
- Petitions concerning withdrawals and tuition matters, including refunds, will be referred to the UMD Registrar for action, and reported to the Office of Financial Aid.
- Results of petitions will be communicated to graduate students via email. The student's copy will be retained in graduate school files.