The Graduate School Petition Form
Quick Reference Guide - DH/SD / IT Learning Series

Logging In

The Graduate School Petition form portal is used to manage the student petition form request.

1. Type *https://app.emich.edu/gradpetition* in the browser's Address bar.
   Note: The **Graduate Petition** login page is displayed.
2. Type your NetID username in the username field.
3. Type your NetID password in the password field.
4. Click the **Sign in** button.
   The Current Petitions page is displayed.

Creating a Petition - Student Initiated (For SD/DH Information Only)

Students can request one of the following petitions – Prior Masters Degree Credit, Maximum Course Type Waiver, Repeat Extension, or Time Extension. *The process below will assist you in understanding the process used by the student.*

1. From the **Graduate Petition** form page, click the **Academic Program** pull-down arrow and select the desired program from the list. *Note: programs are listed alphabetically, within degree to be awarded.*
2. Click the **Reason** field pull-down arrow and select the desired reason from the list.
   a. If you choose Maximum Course Type Waiver, you must specify your request (e.g. 9 hours of independent study).
   b. If you choose Time Extension, you must enter the semester in which you will complete requirements.
3. Type an explanation in the **Explanation** field. Explain why you are not able to follow standard policy and need the exception. For Time to Degree, the method of validation must be described and appropriate documents attached. **See Guidelines and Requirements for Petitions.*
4. Click the **Continue to Document Upload** button.
   Note: The Upload Document page is displayed.
5. Click the **Attach File** button.
   Note: The Attach a New File window is displayed.
6. Click the **Choose File** button.
   Note: The Open window is displayed.
7. Navigate to and double-click the desired file (program of study or documentation explaining time extension).
   Note: The Attach a New File window is displayed.
8. Click the **Attach File** button
   Note: The Upload Documents page is displayed.
9. Click the **Submit Petition for Review** button.
   Note: A successful submission message is displayed.

Please see side 2 for Returned Petition information.

Opening a Submitted Petition Form

Department heads/school directors method for opening a submitted petition.

1. Once a student in your academic program has submitted a petition, you will receive an email indicating there is a petition in your queue. You should then log in to the Graduate School Petition page (using the link indicated under the logging in section or the link in the email). Click the **Current Petitions** link at the top of the page.
   Note: The Current Petitions page is displayed.
2. Locate and click the username associated with the desired form. Information about the petition is shown.

Approving/Recommending a Petition

The Department Head/School Director can recommend approval, but only the Grad School/Records and Registration can grant final approval.

1. From an open **Petition form**, click the **Approve Petition** button (thumb up in top left corner).
   Note: The Recommend for Approval window is displayed.
2. Optionally, add any comments in the **Comments** field. *Note: If the petition reason is Time Extension, type the extension term in the **Extension Term** field. If the petition reason is Maximum Course Type Waiver, type the maximum number of credits in the **Max Credit** field.*
3. Click the **Yes, Recommended for Approval** button.
   Note: The Current Petitions page is displayed.

Denying a Petition

The Department Head/School Director can recommend denial, but only the Grad School/Records and Registration can grant final denial.

1. From an open **Petition form,** click the **Reject Petition** button (thumb down in the top left corner).
   Note: The Recommend for Denial window is displayed.
2. Type any comments in the **Comments** field. Comments are REQUIRED for a recommended denial.
3. Click the **Recommend for Denial** button.
   Note: The Current Petitions page is displayed.

Logging Out

For security purposes, always log out upon completion of your work in the system.

1. Click the **Logout** link in the upper-right corner of any page.
   Note: The Graduate Petition login page is displayed.