

The Graduate School Petition Form

Quick Reference Guide - Advisor / IT Learning Series

Logging In

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

Opening a Submitted Petition Form

Advisors: Method for opening a submitted form.

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. Log in to the Graduate School Petition page (using 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. Information about the petition is shown.

Creating a Petition - Student Initiated (For advisor 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 advising students.*

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.

Approving/Recommending a Petition

The Advisor and Department Head 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. Advisors have the option to 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. After submitting, the petition will be electronically forwarded to the department head for approval/denial.*

Denying a Petition

The Advisor and Department Head 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 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.*

Need Help? Contact the Graduate School at 734-487-0042.
For IT related issues, contact the IT dept. At 734-487.2120.