

The University of Kansas

PETITION FOR CLAS GRADUATE STUDENTS

Office of The Dean of Graduate Studies

College of Liberal Arts & Sciences

Date

PETITION or REQUEST OF _____

Student Name

Department or Program

Current Telephone

Current Address

Current email

INSTRUCTIONS:

1. Please attach your petition to this cover sheet in the form of a letter addressed to the College Office of Graduate Affairs. State the nature of your petition at the start of your letter, followed by your reasons for the petition, and with supporting information or documentation provided as necessary. Please note the following documentation needed to process specific types of petitions:

(a) If petitioning for an EXTENSION OF TIME TO COMPLETE THE DEGREE, please also submit:

- A letter of support from the graduate advisor, endorsed by the graduate director
- A timeline for the completion of the degree, signed off by both the student and the student's graduate advisor. If a previous extension has been granted, the student must describe what progress has been made in the time interval since the last extension.

(b) If petitioning for a LEAVE OF ABSENCE or WAIVER OF ENROLLMENT, please also submit:

- A letter of endorsement from the graduate director and co-signed by the student's graduate advisor

(c) If petitioning for a REDUCTION OF HOURS to be completed for the degree, please also submit:

- A letter of endorsement from the graduate director and co-signed by the student's graduate advisor, indicating that this reduction is appropriate for the student's degree program

(d) If petitioning for a WAIVER OF THE TIME LIMIT BETWEEN COMPREHENSIVE ORALS AND DISSERTATION DEFENSES:

- Requests for an extension to the CLAS 5-year limit between dissertation defense and comprehensive orals, please also submit a letter of endorsement from the graduate director, co-signed by the graduate advisor. This letter should indicate that the student's knowledge of his/her field is still current despite the elapsed time period between the doctoral defenses, owing either to state of progress in the field or to the student's activities in the interim.
- Requests for a waiver of the 5-month time limit between dissertation defense and comprehensive orals, please also submit a letter of endorsement from the graduate director, co-signed by the graduate advisor.

(e) If petitioning for COMPLETION OF FLORS AFTER COMPREHENSIVE ORALS, please also submit:

- A letter of endorsement from the graduate director and co-signed by the student's graduate advisor.

2. If the justification for your petition is based on medical or health issues, documentation must be provided with respect to these issues.

3. Sign this sheet in the space provided below. Student advisors and department graduate directors should attach additional comments.

Student's Signature

Student's KU ID Number

Return Form to: College Office of Graduate Affairs, 1450 Jayhawk Blvd, Room 108 Strong Hall, Lawrence, KS 66045. Petitions are routinely reviewed and processed within The College Graduate Office.

Received by The Graduate Office: _____

Date of Action _____

Disposition _____

Approved

Denied

Referred to CGS

Comments

Signature for the College Office of Graduate Affairs