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**Part 1. Student Information**

**ID Number:** \_\_\_\_\_ **Name:** \_\_\_\_\_

*Decisions will be sent to Spartans-email address or official address of record.*

**PLEASE READ & FOLLOW INSTRUCTIONS ON PAGE 2**

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**Part 2. Petition Information**

**Action requested, select only one:**

- |                 |                     |                   |                        |
|-----------------|---------------------|-------------------|------------------------|
| Late Add Course | Late Add Internship | Late Drop Course  | Late Withdrawal Course |
| Readmission     | Grade Change        | Grade Forgiveness |                        |

Other (specify):

If your petition is related to a course please write down the class code and term:

*Example: QMB 500, Fall 2020*

*I have read the detailed instructions and included appropriate supporting documentation.*

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Return completed form & any supporting documentation to the Office of Graduate and Continuing Studies.*

**DO NO WRITE BELOW THIS LINE - OFFICE USE ONLY**

**Part 3: Decision Information**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Decision (if applicable include any conditions the student must meet):

Approved          Denied          No Decision          Referred To:

Notes:

Reasoning behind decision (comments may be shared with the student):

## Instructions:

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1. Complete front of this form completely.
2. Provide a personal statement explaining, as concisely as possible, your request. Describe your case, what you are requesting and the rationale for why this request should be granted. Address your letter to the Graduate Appeals Committee.
3. Your letter should be typed, double spaced, and limited to one side of one page. Handwritten letters will not be accepted.
4. Ensure supporting documentation is included, such as statements from instructors, feedback from your faculty advisor, medical documentation, or other pertinent documentation to your request, as applicable; handwritten documentation will not be accepted.
5. Deliver the completed petition, personal statement, and supporting documentation to the attention of the Office of Graduate & Continuing Studies - or scan as PDF and email from an official Spartan email address to [OGCSAdvising@ut.edu](mailto:OGCSAdvising@ut.edu).
6. **Petitions are reviewed in the order in which they are received. Expect up to 10 business days for a decision.**

Note: A late fee will be applied to your account for any approved schedule changes made after the add/drop deadline for the current semester. Additional tuition fees may apply. **Before you petition, it is your responsibility to understand any possible ramifications, financial, academic, or otherwise.**

**The University of Tampa Policy on Graduate Academic Appeals can be found in the catalog at: <http://ut.smartcatalogiq.com/Current/catalog/Graduate-and-Continuing-Studies/Policies-and-Procedures/Graduate-Academic-Appeals>**