

DOCTORAL PROGRAMS GENERAL PETITION FORM

Instructions: Students must be admitted into the doctoral program before a petition can be processed. For a **Substitution of requirement**, submit a syllabus and USC unofficial transcript or official transfer credit summary. **Transfer of credits** require listing institution, semester/year, course title, units and the official graduate credit summary. (Ph.D. students use Graduate School general petition.) Re-admission requests must be accompanied by a time line plan for completion and statement of support from chair. For a **leave of absence**, indicate semester(s) and year. (Ph.D. students must use a general petition from The Graduate School.) Requests for **restoration of old units** and **extension to complete degree (beyond ten years)** must be made on a Graduate School general petition. **A separate letter outlining reasons for request may be attached if the space provided below is inadequate.**

First Name: _____ Last Name: _____ ID: _____

Year in Program: _____ Degree Program: _____ Email Address: _____

Guidance Chair Name: _____

Request: _____

Reason: _____

Student Signature: _____ Date: _____

For Office Use Only

Comments: _____

Guidance Chair:

Recommended Not Recommended

Signature of Guidance Chair: _____ **Date:** _____

Approved Denied by the Director: _____ **Date:** _____

Approved Denied by the Dean: _____ **Date:** _____