General Petition Instruction Sheet

**PLEASE NOTE:** For specific instructions on how to list things in the various categories please see a member of the Graduate Student Affairs Staff or your departmental Graduate Coordinator.

**Process:**
*Please check off each item as it is completed.*

1) ______ Fill out individual information and request information.

2) ______ Take the form to your Departmental Graduate Coordinator. He/She will obtain the signature from either the Graduate Advisor or the Department Chair.

3) ______ The form is given to the Graduate Student Affairs office (by you or by the department) to be signed by the Associate Dean.

4) ______ The form is sent by the Graduate Student Affairs Office to the Graduate Division for final submission.