

# GRADUATE STUDIES PETITION

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: [www.usf.edu/graduate-studies/about/contactus.aspx](http://www.usf.edu/graduate-studies/about/contactus.aspx)

## INSTRUCTIONS FOR COMPLETION & SUBMISSION

The form should be filled in electronically. Please read all instructions prior to form submission. Complete all parts. Incomplete forms will be returned to the student unprocessed and will delay action on your request. Students will not receive notification of petition status updates from the Office of Graduate Studies and should check their registration in OASIS regularly once submitted. All questions regarding the status of a student's petition should be referred to the student's major.

## PURPOSE

To add, drop, or change hours for course registration, after the end of the first week, Add/Drop/Fee deadline, semester.

## ADDITIONAL INFORMATION OR REQUIREMENTS

- Petitions will not be processed

## PART I: STUDENT INFORMATION

- x Name: Input last name first, then first name and middle initial (if applicable).
- x USF ID#: Input your USF ID#, (DO NOT put in your Social Security Number).
- x Email Address: Input your USF email address. Please make sure this email address is one that you check regularly so that you are aware of any information electronically.

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If a drop is approved, a "W" will be noted the transcript. The student remains financially liable for a dropped course.

PART