The Graduate School Petition Form
Quick Reference Guide - Student / IT Learning Series

Logging In

The Graduate School Petition Form portal is used to manage a student petition form request.

1. Type *https://app.emich.edu/gradpetition* in the browser's Address bar.
   *Note: The **Graduate Petition** login page is displayed.*
2. Type your NetID username in the username field.
3. Type your NetID password in the password field.
4. Click the **Sign in** button.
   *Note: If you are a student with no forms in the queue, a **Graduate Petition** form is displayed.*

Logging Out

For security purposes, always log out upon completion of your work in the system.

1. Click the **Logout** link in the upper-right corner of any page.
   *Note: The **Graduate Petition** login page is displayed.*

Creating a Petition

Students can request one of the following petitions – Prior Masters Degree Credit, Maximum Course Type Waiver, Repeat Extension, or Time Extension.

1. From the **Graduate Petition** form, click the **Academic Program** pull-down arrow and select the desired program from the list. *Note: programs are listed alphabetically, within degree to be awarded.*
2. Click the **Reason** field pull-down arrow and select the desired reason from the list.
   a. If you choose Maximum Course Type Waiver, you must specify your request (e.g. 9 hours of independent study).
   b. If you choose Time Extension, you must enter the semester in which you will complete requirements.
3. Type an explanation in the **Explanation** field. Explain why you are not able to follow standard policy and need the exception. For Time to Degree, the method of validation must be described and appropriate documents attached. **See Guidelines and Requirements for Petitions.*
4. Click the **Continue to Document Upload** button.
   *Note: The **Upload Document** page is displayed.*
5. Click the **Attach File** button.
   *Note: The **Attach a New File** window is displayed.*
6. Click the **Choose File** button.
   *Note: The **Open** window is displayed.*
7. Navigate to and double-click the desired file (program of study or documentation explaining time extension).
   *Note: The **Attach a New File** window is displayed.*
8. Click the **Attach File** button
   *Note: The **Upload Documents** page is displayed.*
9. Click the **Submit Petition for Review** button.
   Note: A successful submission message is displayed.

What's Next

After you submit your petition, a review and recommendation for approval/denial is made at the advisor and department head/school director level. Those recommendations are then used for a final decision. You will receive an email (my.emich email account) with the decision and a pdf document with a copy of the actions taken on your request at the time of final decision.

Need Help? Contact the Graduate School at 734-487-0042. For IT related issues, contact the IT dept. At 734-487.2120.