

Georgia Institute of Technology

Graduate Petition for Degree

**IN ORDER TO CORRECTLY COMPLETE THE PETITION, PLEASE READ THE INSTRUCTIONS
REGISTRAR'S OFFICE CANNOT GUARANTEE ACCEPTANCE OF INCOMPLETE OR LATE PETITIONS**

PETITION DEADLINE

The Petition for Degree is due in the Registrar's Office by the deadline published on the Institute calendar www.registrar.gatech.edu/home/calendar.php. This deadline always falls BEFORE the term of graduation.

Note: Individual departments set much earlier deadlines to allow time for departmental advisement and approval of degree petitions prior to the Registrar's deadline.

PETITION INSTRUCTIONS

MASTER'S DEGREE PETITIONERS COMPLETE SECTIONS 1, 2, AND 3
DOCTORAL DEGREE PETITIONERS COMPLETE SECTIONS 1 AND 3 ONLY

SECTION 1 PERSONAL INFORMATION

Notices to degree candidates from the Registrar's Office will be sent to GT e-mail addresses only. If an alternate address is used, the student must contact OIT to have GT account messages forwarded.

PETITION TYPE:

<u>New</u>	original petition for degree.
<u>Reactivation</u>	student petitioned for degree previously, did not meet the requirements for the degree, and has to petition for the degree again.

DEGREE DESIGNATION FOR MASTER'S DEGREE:

<u>Designated Degree</u>	The degree "designates" a specific area of study such as Mechanical Engineering. The designation is part of the actual degree name which is printed on the diploma (Example: Master of Science in Mechanical Engineering).
<u>Undesignated Degree</u>	The degree does not designate a specific area of study. The degree name that is printed on the diploma for all undesignated master's degrees is Master of Science, regardless of the student's major.

SECTION 2 MASTER'S CANDIDATES ONLY

<u>Section 2A</u>	Enter completed courses that will be counted toward this master's degree.
<u>Section 2B</u>	Enter currently scheduled courses or that will be completed prior to graduation that will be counted toward this master's degree.

SECTION 3 REQUIRED SIGNATURES

Student/Advisor/School Chair signatures are required in order for the petition to be processed.

RESPONSIBILITY OF STUDENT

1. **MEETING DEADLINES:** The student is responsible for being aware of and meeting all Department and Registrar's Office petition deadlines.
2. **COMPLETING FORMS PROPERLY:** The student is responsible for submitting the correct forms, filled out completely, with the proper signatures.
3. **CHECKING DEGREE STATUS/DEFICIENCY FOLLOW-UP:** Degree Certification (Registrar's Office) will audit the student's degree petition prior to the end of registration of the student's final term to ensure that the courses planned will meet the requirements for the degree requested. **The audit results will be posted on the WEB.** The student is responsible for checking his/her degree record on the website (instructions below) prior to the end of registration and for making any appropriate schedule adjustments to correct deficiencies. Seek advisement from your department or Degree Certification, if needed.
4. **MONITORING DEGREE STATUS/GT E-MAIL:** Subsequent audits will be completed during the student's final term, and the student is responsible for monitoring his/her degree status on the web. The student must check his/her Georgia Tech e-mail account regularly for important notices and information about the degree status, deadlines, and commencement.
5. **MEETING FINANCIAL/OTHER OBLIGATIONS:** The student is responsible for clearing all financial and other obligations to the Institute before receiving a diploma or transcript (includes exit interviews for loans).

INFORMATION SOURCES FOR THE PETITION PROCESS

DEGREE PETITION PROCESS

To view your degree record:

1. go to <https://oscar.gatech.edu/>
2. choose Secured Access Login
3. choose Student Services and Financial Aid
4. choose Student Records
5. choose Display Degree Candidate Information

DIPLOMA MAILING INFORMATION

To enter your diploma mailing address:

1. go to <https://oscar.gatech.edu/>
2. choose Secured Access Login
3. choose Personal Information
4. choose Update Address & Phone
5. choose Diploma Mailing from the pull-down list at the bottom of the page

COMMENCEMENT INFORMATION

For general information about commencement, purchasing your cap/gown/hood, graduation announcements, commencement photographs, etc. go to: www.gatech.edu/commencement or call the Office of Institute Communications and Public Affairs 404.894.7613.

Graduate Petition for Degree

Full Legal Name:	GTID Number:	Petition Type:	New	Reactivation
(First / Middle / Last)				

Diploma Name: _____ GT Email: _____ Phone: _____
(First / Middle / Last)

Major School:	Major:	Graduation Term:
(Example: CEE, ECE, MGT, BIOL,etc)	(Example: CE, ENVE, ECE, MGT, BIOL, etc)	(Example: (Fall / Spring / Summer, Yr)

Major School Degree Designation:	Master's Designated	Master's Undesignated	Ph.D.
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***** Be sure to enter your diploma mailing address on your OSCAR account *****

List below courses REQUIRED by the faculty of your school for the Master's Degree. These courses must meet the minimum institute requirements as shown in SECTION 2C of this form. Place an X before each course to be considered part of your major field (your advisor determines this). In Section 2B Grade mode should be either L/G for letter grade or P/F for pass/fail basis. If the degree requires a thesis, a minimum of 6 thesis hours is required. **LIST THESIS HOURS IN SECTION 2C ONLY.** For information concerning graduate transfer credit guidelines, please visit <http://www.catalog.gatech.edu/admissions/grad/admissions/transfercredit.php>.

SECTION 2A - COMPLETED PORTION OF PROGRAM										SECTION 2B - CURRENT & PLANNED COURSES						SECTION 2C - TOTAL SEMESTER HOUR REQUIREMENTS					
X if Major Field	Subject	Number	Hours	Grade	X if Major Field	Subject	Number	Hours	Grade	X if Major Field	Subject	Number	Hours	Grade Mode	Grade		THESIS		NON-THESIS		
X	ME	6200	3	A						X	ME	6803	3	L/G				Min	Actual	Min	Actual
																	Course Hrs in Major Field:	12	_____	18	_____
																	Course Hrs 6000-9000 Level:	12	_____	21	_____
																	Total Course Hours:	18	_____	30	_____
																	Thesis hrs 6000-9000 Level:	6	_____	N/A	_____
																	CREDIT HRS FOR DEGREE	30	_____	30	_____

Student:		Advisor:		School Chair:	
Signature	Date	Print Name	Signature	Date	Signature
					Date

		Full Grad Std:		TERM	GPA Gen	6 Year Rule
		Adm To Cand:				
		Comp Exam Date:				
		Pass / Fail Hrs:				7 Year Rule
Certified by DC Office:		Date:				