

# Senior Petition guidelines

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Completed form must be submitted to the Graduate School by the FIRST FRIDAY OF CLASSES of the semester in which the course is to be completed. Use one form per course. See Section 4.0 of the [Graduate School Handbook](#).

## Important information

Undergraduate students interested in the senior petition option should consult with the undergraduate coordinator or program advisor (who may or may not be the same as the college/school secretary) to make sure that the graduate level class is not part of their undergraduate degree, minor, or honors requirements in any way. If the student is planning to pursue a combined baccalaureate/graduate degree program, the senior petition is only applicable if the student has not yet been accepted to the Graduate School at The Ohio State University via graduate admissions and the class does not fulfill undergraduate requirements.

Instructors who sign the senior petition form should be aware that the student must complete graduate student standards for the course.

College/school secretaries who sign the senior petition form should be aware that they are assuming responsibility for the legitimacy of the student's request. The signer also agrees to keep appropriate records so the graduate studies committee of the graduate program can reference them when the chair requests to transfer the classes to the student's graduate record.

The Graduate School will not enroll the student in the course. The student is responsible for enrolling themselves in the course or having their undergraduate college office enroll them using the course enrollment permission form.

If, after completing a class under senior petition, the student decides to apply the class to the undergraduate degree, minor, or honors requirements, the student must notify the Graduate School in writing or by email as soon as possible so the senior petition can be cancelled.

## Instructions

1. Student completes section 1, including obtaining the instructor's signature.
2. Student obtains the undergraduate college/school secretary signature and submits the form to the Graduate School by the first Friday of classes.
3. Graduate School confirms the student's rank and cumulative point-hour ratio and sends a copy with signature to the student, instructor, and undergraduate college/school secretary.
4. Once the student has been admitted to the Graduate School at The Ohio State University, the student must submit a Transfer of Graduate Credit Form via [gradforms.osu.edu](http://gradforms.osu.edu) to request that the student's course(s) taken under senior petition be transferred to their graduate record. (Instructions on how to complete the Transfer of Graduate Credit Form can be found at [gradsch.osu.edu/forms-help](http://gradsch.osu.edu/forms-help)).

# Senior Petition form

Completed form must be submitted to the Graduate School by the FIRST FRIDAY OF CLASSES of the semester in which the course is to be completed.

Use one form per course. See Section 4.0 of the [Graduate School Handbook](#).

## Section 1: to be completed by the student (print)

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ OSU I.D. number \_\_\_\_\_

Local street address \_\_\_\_\_ Telephone number \_\_\_\_\_ Ohio State email address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Undergraduate college/school of enrollment \_\_\_\_\_

## Registration information:

Department \_\_\_\_\_

AU  SP  SU  Year \_\_\_\_\_ Course # \_\_\_\_\_ Call # \_\_\_\_\_ Credit Hours \_\_\_\_\_

Printed name, instructor \_\_\_\_\_ Signature, instructor \_\_\_\_\_ Date \_\_\_\_\_

## Section 2: to be completed by the undergraduate college/school of enrollment

Printed name, college/school secretary \_\_\_\_\_ Signature, college/school secretary \_\_\_\_\_ Date \_\_\_\_\_

Note: this course may not be counted toward a graduate degree until the student has been admitted to the Graduate School and until the Graduate Studies Committee accepts it and notifies the Graduate School via letter from the graduate studies committee chair. Nine hours may be completed under senior petition.

The student named above meets the following requirements to enroll in the course proposed for graduate credit:

1. The student is a senior (rank 4)
2. The credit for the proposed course work will not be used to meet baccalaureate degree requirements
3. The student's cumulative point-hour ratio is 3.3 or above

**Section 3: to be completed by the Graduate School**  Petition approved  Petition denied

Signature, secretary of the Graduate School \_\_\_\_\_ Date \_\_\_\_\_