

SHRS Undergraduate Graduation Residency Requirement Petition

Per Ohio State Faculty Rules, graduating students **must be enrolled in the college or the school (SHRS)** from which they will receive their degree. The SHRS Director of Academic Affairs may, on petition by the student, waive this requirement. Each student’s reasoning for the exception is weighed against University policy. For your petition to be considered the following documents **MUST** be included:

- A personal statement describing why you deserve an exception (maximum of one page)
- Completed *Student Information AND transfer course work* portion of this form

Please return this form to 206 Atwell Hall, attention Director of Student Services, along with your application to graduate no later than the start of the term prior to the term of expected graduation.

Student Information		
Name (Last, First, Middle)	Student ID#	
E-mail Address	Phone #	
I request an exception to the following University requirement(s)		
<input type="checkbox"/> Graduating students must be enrolled in the college or the school (SHRS) from which they will receive their degree.		
Signature	Date	
Transfer Coursework		
Students are responsible for listing the remaining Ohio State courses required for graduation, the transfer school where you intend to complete the courses and a listing of equivalent transfer courses you will be transferring to Ohio State to meet those requirements. Once submitted, Ohio State will verify the course(s) listed and contact the student if there are discrepancies.		
Ohio State Required Course	Credits	Transfer School Name/Course
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Tabled Signature _____ Date Reviewed _____	Comments: _____ _____ _____ _____ _____	Office Action: <input type="checkbox"/> Added to List <input type="checkbox"/> Notify Registrar <input type="checkbox"/> Notify Student Initial: _____ Date: _____