



# Petition for Waiver of Regulation



## ECE Graduate Studies Office

1. Read the directions on the back of this form.

Name: \_\_\_\_\_  
(Last, First)

UID: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. *By signing below, I acknowledge that the statement below and any attached documents are true and accurate. I also understand the directions listed on the second page of this form.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Please state your request here. If necessary, attach a separate sheet to explain your request. You may also wish to attach appropriate documentation.

4. I  support /  do not support this petition. (Advisor's letter may be attached.)  
Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Advisor name (please print): \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE • FOR ADMINISTRATIVE USE ONLY

APPROVED     DENIED

GSRC     Grad Dir

Graduate Director: \_\_\_\_\_ Decision Date: \_\_\_\_\_ Date student notified: \_\_\_\_\_

Area Advisor review	Area Advisor name: _____	Date sent: _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Area Advisor signature: _____ Date: _____ Comments: _____	

This form should be used for student petitions for exceptions to the requirements and policies listed in the ECE Graduate Handbook. Petitions are considered by the Associate Chair of Graduate Studies and may be reviewed by the Graduate Studies and Research Committee (GSRC). Petitions shall be submitted directly to the ECE Graduate Studies Office (GSO).

1. The petition must be reviewed by the student's advisor of record. (Visit <https://apra.umd.edu> to verify your advisor of record.) The GSRC and the GSO cannot act on petitions that are not reviewed and signed by the student's advisor.
2. For a petition to be considered at a GSRC meeting, the signed and completed petition and all supporting documents should be submitted to the GSO no later than 12:00 noon the day before the GSRC meeting.
3. Students may seek advice from GSRC faculty or student members on generic issues related to their petition but are advised not to discuss specific details. Student petitioners should note that GSRC faculty or student members **shall not** act as advocates on their behalf; however, the student's own explanation as listed on the petition form shall be read in full to GSRC (limit one page). Students should submit all supporting written documents **only** to the student's advisor and the GSO.
4. All petitions are considered anonymously, so any identifying information should NOT be included in the letter of explanation or any supporting documents.
5. In the case that a GSRC faculty or student member is unable to form an unbiased opinion, the member should abstain from voting.
6. This petition addresses only departmental regulations. Requests for exceptions to the Graduate School regulations (i.e., University-wide graduate student policy) must be submitted to the GSO on the appropriate Graduate School form, available on their website: <http://www.gradschool.umd.edu>.
7. Students will be notified of the final decision. Unless they have been informed that the petition has been approved, students should NOT make decisions concerning their academic plans based on the assumption that their petition has been approved.

**FOR MORE INFORMATION:**

ECE Graduate Studies Office  
Department of Electrical and Computer Engineering  
2434 A.V. Williams Building  
301-405-3681 (phone)  
301-405-8728 (fax)  
<http://www.ece.umd.edu>  
[ecegradstudies@umd.edu](mailto:ecegradstudies@umd.edu)