MONTANA STATE UNIVERSITY-BOZEMAN
GRADUATION AND ADMISSIONS REQUIREMENT COMMITTEE

NAME ___________________________ GID# ___________________________
CURRICULUM ___________________________ DEGREE CATALOG __________
ADDRESS ____________________________ PHONE ______________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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STUDENT’S SIGNATURE ___________________________ DATE __________
ADVISOR’S SIGNATURE ___________________________ DATE __________
ASSISTANT DEAN’S SIGNATURE ______________________ DATE __________

GARC’S Action ____________________________ Date __________

RETURN THIS COMPLETED FORM WITH ALL SIGNATURES TO: OFFICE OF THE REGISTRAR,
101 MONTANA HALL.
RESULTS ARE DISTRIBUTED TO: Student AND Student’s Department

COMPLETE THIS FORM TO REQUEST ONE OR MORE OF THE FOLLOWING:

____ Petition to transfer in more than 7 of final 30 credits

________________________________________

________________________________________

____ Petition to stay in an old catalog

________________________________________

________________________________________

____ Other

________________________________________

________________________________________

PLEASE ATTACH SUPPORTING WORK OR ADDITIONAL INFORMATION FOR REVIEW

The Graduation & Admission Requirements Committee (GARC) meets the 2nd & 4th Wednesday of each month.

Please see the checklist on the back to make sure your petition is complete.
Compose Your Petition

- Use correct format
- Completed, Signed letter is attached.

Collect Signatures

- Academic Advisor
- Assistant Dean
- Provide completed copy to assistant Dean

Turn in Completed Petition

- Front of form filled out completely
- Wait for your GARC decision!

✔ Draft a letter
telling the committee what you are requesting using the following format:

- **Heading Format:** Full legal name
  Full Local Mailing Address, Including Apt # & Zip Code
  Student ID Number
  Email Address
  Phone Number
  Curriculum

- **Body of Letter:** What you are petitioning?
  Reason for Petition
  Your signature

✔ Collect all necessary signatures on front of petition.

- Complete petition paperwork prior to meeting with your advisor and/or Assistant/Associate Dean.

✔ Provide your Assistant Dean with a copy of your petition.

✔ Provide the Office of the Registrar with your original, signed petition.

Mail, fax or deliver the signed original of your petition to the attention of:

Jerri Weston, GARC Recorder
MSU-Bozeman Office of the Registrar

101 Montana Hall
Bozeman, MT 59717-2660

(406)994-4161

Fax: 406-994-1972