

**MONTANA STATE UNIVERSITY-BOZEMAN  
GRADUATION AND ADMISSIONS REQUIREMENT COMMITTEE**

NAME _____	GID# _____
CURRICULUM _____	DEGREE CATALOG _____
ADDRESS _____	
Street	City
State	ZIP
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**

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       **Petition to stay in an old catalog**

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       **Other**

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PLEASE ATTACH SUPPORTING WORK OR ADDITIONAL INFORMATION FOR REVIEW

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

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



# GARC CHECKLIST



- ✓ 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