

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

NAME _____	GID# _____
CURRICULUM _____	DEGREE CATALOG _____
ADDRESS _____	PHONE _____
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

 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.



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:

Andrew Waters, GARC Recorder
MSU-Bozeman Office of the Registrar

101 Montana Hall

Bozeman, MT 59717-2660

(406)994-5519

Fax: 406-994-1972