The Committee and Examination Petition will allow a student to request additions or changes to an exam committee, videoconferencing of an exam, or to request a waiver of Graduate School policy. All petition requests must be approved by the student’s advisor and Graduate Studies Chair in order to be reviewed by the Graduate School.

If the request is related to an examination, this form must be submitted to the Graduate School at least two weeks before the exam date.

<table>
<thead>
<tr>
<th>Reasons/Fields</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A one semester extension of the candidacy period</td>
<td></td>
</tr>
<tr>
<td>A waiver of the following rule in the Graduate School Handbook</td>
<td>Rule number must be listed</td>
</tr>
<tr>
<td>Permission to include a non-member of the OSU graduate faculty on an exam committee. This person will be in addition to the required current Graduate Faculty members needed for a valid committee. In the Reasons section, list the committee member’s name and reason for service.</td>
<td>(Requires a copy of person’s CV with the petition; use Add Attachment button.) If this person is a retired or former member of the OSU graduate faculty, and was a member of your post-candidacy doctoral committee or master’s committee prior to their retirement or departure, please use the Continuing Graduate Committee Request option. (Applies only to PHD/DMA Final Defense exams and Master’s exams).</td>
</tr>
<tr>
<td>Continuing Graduate Committee Request option to have a former or retired member of the OSU graduate faculty continue to serve on the Ph.D. defense or master’s exam committee and count towards the required faculty membership as:</td>
<td>Co-Advisor or Committee Member In the Reasons section, list 1) The retired or former faculty member’s name. 2) If request is for co-advisor status, a co-advisor must also be listed that is a current OSU Graduate Faculty member.. Only one member of your committee can be authorized under this option.</td>
</tr>
<tr>
<td>Permission to video conference my examination.</td>
<td>List required information in Reason section. 1) Why a conference is necessary. 2) Committee member who will be video conferenced. 3) Location of member who will be video conferenced. 4) Video conference method, i.e. Skype, WebEx, in-house, etc.)</td>
</tr>
<tr>
<td>Other</td>
<td>(Use Reason section below; be specific)</td>
</tr>
</tbody>
</table>

**Description**

The Committee and Examination Petition will allow a student to request additions or changes to an exam committee, videoconferencing of an exam, or to request a waiver of Graduate School policy. All petition requests must be approved by the student’s advisor and Graduate Studies Chair in order to be reviewed by the Graduate School.

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<th>Related handbook section(s)</th>
</tr>
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<tbody>
<tr>
<td>STUDENTS</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td><strong>Action</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Status</strong></th>
<th><strong>New</strong> until submitted</th>
<th><strong>Pending</strong></th>
<th><strong>Approved/Denied</strong> Cancelled/Complete</th>
</tr>
</thead>
</table>

*Status of individual approvals can be reviewed by opening form and selecting History tab.*
Worksheet

Application Type

- ☐ Candidacy
- ☐ Final Exam
- ☐ Graduation

Graduation Level

- ☐ Doctoral
- ☐ DMA
- ☐ Educ Specialist
- ☐ Master's-Candidacy Exam
- ☐ Master's-Non-Thesis
- ☐ Master's-Thesis
- ☐ Master’s Course based

Graduation Plan

- ________________________________

Graduation Degree

- ________________________________

Advisor

- ________________________________

Please fill in the following information

If any member of your committee has retired or left the university, for any reason, completion of the Committee and Examination Petition is required. Use the Continuing Graduate Committee Service Request option. Only one member of your committee can be so authorized.

If the request is related to an examination, this form must be submitted to the Graduate School at least two weeks before the exam date.

☐ A one semester extension of the candidacy period

☐ A waiver of the following rule in the Graduate School Handbook

☐ Permission to include a non-member of the OSU graduate faculty on an exam committee. This person will be in addition to the required current Graduate Faculty members needed for a valid committee. In the Reasons section, list the committee member’s name and reason for service. (Requires a copy of person’s CV with the petition; Add Attachment below.)

If this person is a retired or former member of the OSU graduate faculty, and was a member of your post-candidacy doctoral committee or master’s committee prior to their retirement or departure, please use the Continuing Graduate Committee Request option. (Applies only to PHD/DMA Final Defense exams and Master’s exams).

☐ Continuing Graduate Committee Request option to have a former or retired member of the OSU graduate faculty continue to serve on the Ph.D. defense or master’s exam committee and count towards the required faculty membership as:

☐ Permission to video conference my examination.

List required information in Reason section.

1) Why a conference is necessary.
2) Committee member who will be video conferenced.
3) Location of member who will be video conferenced.
4) Video conference method, i.e. Skype, WebEx, in-house video conference facility, etc.

☐ Other (Use Reason section; be specific)
**Reason for Petition**  
Required for all requests. Add attachment if necessary.