

***Process for Submitting College of Graduate Studies (COGS)
Re-enrollment Petitions***

1. Read and complete the petition form on the following page. Carefully follow the instructions.
2. **YOUR ADVISOR or MAJOR PROFESSOR'S SIGNATURE IS REQUIRED ON THE PETITION.**
3. A letter/statement from you is required. In the letter/statement explain why you wish to re-enroll and discuss the reason you were not continuously enrolled in your program. Please note in your letter/statement the term in which you wish to re-enroll. Please include a timeline of when you plan to finish your degree.
4. A letter or statement of support from your advisor is required. If your advisor is not available then a letter or statement from the department head is required.
5. A study plan (current or updated) is required as part of the petition.
6. \$10 Petitions Fee is required. Please pay this fee at Student Accounts in the Pitman Center in-person, or over the phone at (208) 885-7447. Attach proof of payment to the petition.
7. Your petition can be emailed to uigrad@uidaho.edu, faxed to 208-885-6198 or delivered to Morrill Hall room 104.
8. Please call CoGS at (208) 885 – 2647 with any questions.

Your petition will be presented at the next scheduled College of Graduate Studies petitions meeting. An email will be sent to you with the committee's decision.

**College of Graduate Studies Re-enrollment
Petition**



Directions: Please complete the information below and return this form and all supporting documents to the College of Graduate Studies in Morrill Hall 104, or to uigrad@uidaho.edu or by fax to 208-885-6198

Student Name: _____

ID #: _____ Degree: _____ Major: _____

Email: _____ Phone Number: _____

Petition Request:

Reenrollment after more than a 12 month absence. _____

Required Materials:

- Statement from Student
- Statement from major Professor or department chair

X _____

Student Signature

Date

X _____

Major Professor/Dept. Chair Signature Required

(check one) _____ approve the petition for submission only

_____ support this request

Comments:

At a meeting of the Graduate Petitions Committee, the above petition was:

_____ **Approved**

_____ **Denied**

Dean, College of Graduate Studies

Date