

# Georgia Institute of Technology

## Graduate Petition for Degree

IN ORDER TO CORRECTLY COMPLETE THE PETITION, PLEASE READ THE INSTRUCTIONS  
REGISTRAR'S OFFICE CANNOT GUARANTEE ACCEPTANCE OF INCOMPLETE OR LATE PETITIONS

### PETITION DEADLINE

The Petition for Degree is due in the Registrar's Office by the deadline published on the Institute calendar [www.registrar.gatech.edu/home/calendar.php](http://www.registrar.gatech.edu/home/calendar.php). This deadline always falls BEFORE the term of graduation.

**Note:** Individual departments set much earlier deadlines to allow time for departmental advisement and approval of degree petitions prior to the Registrar's deadline.

### PETITION INSTRUCTIONS

MASTER'S DEGREE PETITIONERS COMPLETE SECTIONS 1, 2, AND 3  
DOCTORAL DEGREE PETITIONERS COMPLETE SECTIONS 1 AND 3 ONLY

#### SECTION 1 PERSONAL INFORMATION

Notices to degree candidates from the Registrar's Office will be sent to GT e-mail addresses only. If an alternate address is used, the student must contact OIT to have GT account messages forwarded.

PETITION TYPE:

New original petition for degree.  
Reactivation student petitioned for degree previously, did not meet the requirements for the degree, and has to petition for the degree again.

#### SECTION 2 PROGRAM OF STUDY

DEGREE DESIGNATION FOR MASTER'S DEGREE:

Designated Degree The degree "designates" a specific area of study such as Mechanical Engineering. The designation is part of the actual degree name which is printed on the diploma (Example: Master of Science in Mechanical Engineering).

Undesignated Degree The degree does not designate a specific area of study. The degree name that is printed on the diploma for all undesignated master's degrees is Master of Science, regardless of the student's major.

#### SECTION 3 REQUIRED SIGNATURES

Student/Advisor/School Chair signatures are required in order for the petition to be processed.

### RESPONSIBILITY OF STUDENT

1. MEETING DEADLINES: The student is responsible for being aware of and meeting all Department and Registrar's Office petition deadlines.
2. COMPLETING FORMS PROPERLY: The student is responsible for submitting the correct forms, filled out completely, with the proper signatures.
3. CHECKING DEGREE STATUS/DEFICIENCY FOLLOW-UP: Degree Certification (Registrar's Office) will audit the student's degree petition prior to the end of registration of the student's final term to ensure that the courses planned will meet the requirements for the degree requested. **The audit results will be posted on the WEB.** The student is responsible for checking his/her degree record on the website (instructions below) prior to the end of registration and for making any appropriate schedule adjustments to correct deficiencies. Seek advisement from your department or Degree Certification, if needed.
4. MONITORING DEGREE STATUS/GT E-MAIL: Subsequent audits will be completed during the student's final term, and the student is responsible for monitoring his/her degree status on the web. The student must check his/her Georgia Tech e-mail account regularly for important notices and information about the degree status, deadlines, and commencement.
5. MEETING FINANCIAL/OTHER OBLIGATIONS: The student is responsible for clearing all financial and other obligations to the Institute before receiving a diploma or transcript (includes exit interviews for loans).

### INFORMATION SOURCES FOR THE PETITION PROCESS

DEGREE PETITION PROCESS

To view your degree record:

1. go to <https://oscar.gatech.edu/>
2. choose Secured Access Login
3. choose Student Services and Financial Aid
4. choose Student Records
5. choose Display Degree Candidate Information

DIPLOMA MAILING INFORMATION

To enter your diploma mailing address:

1. go to <https://oscar.gatech.edu/>
2. choose Secured Access Login
3. choose Personal Information
4. choose Update Address & Phone
5. choose Diploma Mailing from the pull-down list at the bottom of the page

### COMMENCEMENT INFORMATION

For general information about commencement, purchasing your cap/gown/hood, graduation announcements, commencement photographs, etc. go to: [www.gatech.edu/commencement](http://www.gatech.edu/commencement) or call the Office of Institute Communications and Public Affairs 404.894.7613.

