

Instructions for Petition to Faculty Form to register for graduate course as undergraduate
(Accelerated Students Only)

Students who have been offered admission to the Accelerated Bachelor's to Master's program at Maxwell (Master of Public Administration or Master of Arts In International Relations) can take up to 12 graduate credits as an undergraduate, choosing to either share these credits across their undergraduate and graduate degrees, or flag the graduate credits to count only toward their graduate program of study. Students can take up to 3-6 graduate credits per semester in their final year of undergraduate studies, as long as at least 50% of their credits in any given term are at the undergraduate level.

This form needs to be completed for each graduate class you wish to enroll in as an undergraduate.

1. Discuss the course(s) you want to take with the advisor for the Accelerated Program here in the Department of Public Administration and International Affairs (PAIA), Professor Patel (kbpatel@syr.edu). Please send her an email to set up a time to meet virtually.
2. Once you and Professor Patel have met, complete and print out the Petition to the Faculty Form, which can be found online at the PAIA Answers page (<https://answers.syr.edu/display/Maxwell/Department+of+Public+Administration+and+International+Affairs>; please refer to the template provided for Accelerated students).
3. Sign and date the petition and get your undergraduate advisor to sign, as well.
4. After you and your undergraduate advisor sign off, please send the petition to paia@syr.edu and copy Professor Patel (kbpatel@syr.edu). The PAIA department will work to get the remaining signatures and will return to the completed form to your undergraduate advisor to confirm and process, accordingly.

Please address any questions to paia@syr.edu. Thank you!

SYRACUSE UNIVERSITY

Office of the Registrar

PETITION TO FACULTY

DIRECTIONS: Complete the petition and obtain the required signatures as indicated below:

Name _____ SUID# _____

Mailing Address _____

Email _____ Phone _____

College/School _____ Select one: Fr, So, Jr, Sr, Grad

Semester (Select one): Fall Spring Summer Year _____

I RESPECTFULLY PETITION TO:

TO THE STUDENT: Obtain the required signatures in the order given:

Student _____ Date _____

Advisor _____ Date _____

Professor _____ Date _____

Department Chairperson _____ Date _____

College/School Undergraduate or Graduate
Office _____ Date _____

Registrar _____ Date Recorded _____