

## Graduate Student Petition

Student Name:		LIN #	
Local Address:		Department	
		College:	
Local Phone #:		Email Address:	

I respectfully request... (Choose one or more from list at right and check all applicable boxes related to your request):	<input type="checkbox"/> Extension of time to <b>doctoral</b> degree [D1 & D2]	<input type="checkbox"/> Extension of time-to-degree for <b>master's</b> [D1 & D2]
	<input type="checkbox"/> Registration change: Drop 1 course; add 1 course (Course swap) [D3, D6 & D9]	<input type="checkbox"/> Waiver of late fee [D6]
	<input type="checkbox"/> Late addition of one or more courses [D3, D6 & D9]	<input type="checkbox"/> Late withdrawal from a course (Course drop) [D6 & D9]
	<input type="checkbox"/> Extension of time to remove incomplete [D8]	<input type="checkbox"/> Tuition-related appeal [D4]
	<input type="checkbox"/> Permission to carry an overload [D7]	<input type="checkbox"/> Waiver of registration in semester of graduation
	<input type="checkbox"/> Transfer from previous program to new program [D5]	<input type="checkbox"/> Readmit to academic program after time away [D10]
	<input type="checkbox"/> OTHER [D11] <small>(Describe on right in 50 words or less.):</small>	

Please describe the reason(s) you believe what you request above should be granted. (Accepts approx. 200 words; attach separate page if need more space.)	
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<b>Required Documentation</b> Student submitting petition or those asked to approve it MUST provide the documentation listed on the right (as indicated by #'s in brackets after each request above).	<input type="checkbox"/> [D1] New timeline to degree with major milestones + adviser confirmation student likely to complete within extension <input type="checkbox"/> [D2] Adviser explains why student unable to complete in allotted time to degree and confirms coursework still valid (not too old). <input type="checkbox"/> [D3] Instructor confirms late add is OK and student can make up any missed work. <input type="checkbox"/> [D4] Instructor provides final date student attended class or participated in course (or confirms student never attended/participated). <input type="checkbox"/> [D5] Both old and new programs agree to program transfer. <input type="checkbox"/> [D6] Student (and/or instructor) explains why request to change registration after the applicable deadline. <input type="checkbox"/> [D7] Student states whether is TA, GA, RA or Undergrad and explains why can't take coursework under existing load limitations. <input type="checkbox"/> [D8] Instructor confirms incomplete is in research or non-research course + supports extension with reason for student delay. <input type="checkbox"/> [D9] Completed and signed Drop/Add form <input type="checkbox"/> [D10] Copy of internally-generated LU transcript showing course marks and cumulative GPA. <input type="checkbox"/> [D11] Documentation supporting the need for OTHER action identified above and confirming the reasons given above
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**IMPORTANT:** To allow adequate time for members of the SOGS Committee to review this petition before the meeting at which it is to be considered, the Registrar's Office MUST receive your **completed petition WITH ALL SIGNATURES BELOW no later than 4:45pm the Thursday before that meeting.**

Student Signature (above)	Date signed

**ADMINISTRATIVE CONSIDERATION:**

Each person listed below is to review the student's request, any attachments, and the recommendations of those who have considered that request before him or her. If a person signing below is unable to fit his or her comments into the recommendation and signature block or wishes to include more comprehensive comments or information, he or she may prepare that as a separate document and attach it to this form.

Adviser:				
	Name(s)	Email Address	Date	Recommendation & signature
Grad Program Director:				
	Name	Email Address	Date	Recommendation & signature
Department Chair:				
	Name	Email Address	Date	Recommendation & signature
Dean's Office:				
	Name	Email Address	Date	Recommendation & signature
Registrar Action:	APPROVED	DENIED		
			Date	Initials

Other comments/conditions (35 words or less):	
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