LEHIGH UNIVERSITY

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):	• Extension of time to **doctoral** degree [D1 & D2]	• Extension of time-to-degree for **master's** [D2]
	• Registration change: Drop 1 course; add 1 course (Course swap) [D3, D6 & D9]	• Waiver of late fee [D6]
	• Late addition of one or more courses [D3, D6 & D9]	• Late withdrawal from a course (Course drop) [D6 & D9]
	• Extension of time to remove incomplete [D8]	• Tuition-related appeal [D4]
	• Permission to carry an overload [D7]	• Waiver of registration in semester of graduation
	• Transfer from previous program to new program [D5]	• Readmit to academic program after time away
	• OTHER [D10] (Describe on right in 50 words or less.):	

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.)	

Required Documentation 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).	• [D1] New doctoral timeline to degree with major milestones + adviser confirmation student likely to complete within extension • [D2] Adviser explains why student unable to complete in allotted time to degree and confirms coursework still valid (not too old). • [D3] Instructor confirms late add is OK and student can make up any missed work. • [D4] Instructor provides final date student attended class or participated in course (or confirms student never attended/participated). • [D5] Both old and new programs agree to program transfer. • [D6] Student (and/or instructor) explains why request to change registration after the applicable deadline. • [D7] Student states whether is TA, GA, RA or Undergrad and explains why can't take coursework under existing load limitations. • [D8] Instructor confirms incomplete is in research or non-research course + supports extension with reason for student delay. • [D9] Completed and signed Drop/Add form • [D10] Documentation supporting the need for OTHER action identified above and confirming the reasons given above

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, Registration & Academic Services 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):				