PETITION TO THE GRADUATE APPEALS COMMITTEE
FOR AN EXCEPTION TO UNIVERSITY POLICY

Return form via fax to (909) 392-2756 or in person to Graduate Academic Services located in Woody Hall

The Graduate Appeals Committee meets approximately every three weeks for graduate/doctoral student appeals. Completed petitions must be received by 12pm (noon) three working days prior to each scheduled meeting to be included in the upcoming appeals meeting. Failure to complete all sections or obtain all signatures will prevent the appeal from being processed.

If an appeal is granted, the student will be charged a minimum $50 appeal fee. It is the student’s responsibility to check with Student Accounts and Financial Aid (if applicable) to determine how their appeal may affect their account. For requests to waive appeal fees, tuition charges and/or other fees, the student will need to submit a separate appeal to the Student Accounts office.

A LETTER WITH THE RESULT/S OF YOUR PETITION WILL BE EMAILED TO YOUR ULV EMAIL ADDRESS
ALL COMMUNICATION WILL BE SENT VIA EMAIL

NAME: ____________________________________________ ID#: ____________________ DATE: __________

EMAIL: ____________________________________________@laverne.edu

HOME PHONE: _________________________ CELL PHONE: _________________________

<table>
<thead>
<tr>
<th>SPECIFIC COURSE(S):</th>
<th>SPECIFIC DEGREE PROGRAM:</th>
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<tbody>
<tr>
<td>LATE OR RETROACTIVE ADD/REGISTRATION</td>
<td>TERM OR SEMESTER</td>
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<tr>
<td>LATE OR RETROACTIVE ADD/REGISTRATION</td>
<td>EXT. OF TIME TO COMPLETE “INC” OR “IP”</td>
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<td>LATE OR RETROACTIVE WITHDRAWAL</td>
<td>DATE COURSE WILL BE COMPLETED</td>
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<tr>
<td>LATE OR RETROACTIVE DROP</td>
<td>EXTENSION OF TIME TO COMPLETE DEGREE</td>
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<tr>
<td>NUMBER OF CLASS SESSIONS ATTENDED</td>
<td>DATE DEGREE WILL BE COMPLETED</td>
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_Student’s Statement of Request_ – include (1) specific details of the course(s) for which you are requesting an add, drop, withdrawal or extension of time, (2) the reason you missed the registration deadline, and (3) the extenuating circumstance you feel an exception to University policy should be granted. All supporting documentation must be submitted with the appeal. Examples of documentation may include, but are not limited to, a doctor’s note, accident report, and verification of change in employment from employer.

__________________________________________________________________________________________________________________________________________

STUDENT’S SIGNATURE ____________________________________________ DATE __________

PROGRAM CHAIR/ADVISOR SIGNATURE __________________________ SUPPORT DON’T SUPPORT

COMMENTS __________________________________________________________________________ DATE __________

INSTRUCTOR COMMENTS ____________________________________________ DATE __________

SIGNATURE ____________________________________________ DATE __________