

LEHIGH UNIVERSITY

Undergraduate Petition Form

DATE _____
Month Day Year

PRINT NAME _____
Last First M.

Nature of Petition
(Check One)

- Substitutions
- Late Add Course*
- Alternate Cuts *
- Make-up Examination*
- Extension of Incomplete*
- Late Registration
- Removal of Incomplete*
- Overload
- Reinstatement
- Waiver of Prerequisite*
- Other (specify) _____

Student I.D. # _____ / _____ / _____ User I.D. _____

Local Address _____

Local Phone # _____

Major _____

- College: Arts and Science Class: Freshman
- Business and Economics Sophomore
- Engineering and Applied Science Junior
- Other Senior

Last Semester Average _____ Overall GPA _____

Please use a pen, and state your request and your reasons clearly, fully, and legibly. If you need more room, please attach an additional typed piece of paper.

REQUEST:

REASONS FOR REQUESTED EXCEPTION:

Signature _____

The student will take this petition to the instructor (if indicated by an asterisk * on the list of petition types above), to the advisor, and to the associate dean of the college for signatures and recommendations. The student will then bring the petition to the Registrar's Office

	Signature	Date	e-mail address	Recommendation (reasons/remarks)
Instructor *				
Advisor				
Associate Dean				
Registrar				
Dean of Students				

ACTION:

Directions

1. Please type or neatly print the information requested on the form. Please complete all the requested information. If more space is needed, you may use an additional piece of paper.
2. Please be clear about the reason. If the petition is needed because you missed a deadline, let the committee know why you were late.
3. Include all relevant information. If the petition is to change your credits in any way, please include all the information including number of credits currently, number of credits requesting to add, etc. If an approved petition means an overload, please include the proper paperwork. Attach supporting information and the appropriate forms if needed (drop/add form, AT form, etc).
4. Petitions may be denied. If the petition is to change your current schedule, it is important that you **attend classes as currently scheduled until receiving the results of your petition.**
5. Timeliness is very important. Complete the petition as soon as possible. **The appropriate signatures are very important,** but don't allow the signatures to delay your petition too long. Alternates to the signatures can include copies of emails or the signature of the department chair or another faculty member. Please contact the associate dean of your college immediately if you are having difficulties with signatures. Once you have the instructor, advisor, and college associate dean signatures, deliver your petition to the Registrar's Office. The Registrar will forward completed petitions to the Associate Dean of Student's Office for processing.
6. When petitioning, you may need talk to one of the committee members. The administrative assistants in each of the offices will also be able to let you know if a meeting is necessary. You may call the Dean of Students Office with questions.
7. SOS meetings occur every two weeks on Thursday afternoons, check the website for official dates.
<http://www.lehigh.edu/~inacsup/students.shtml#sos>
8. **Petitions are due by 10:00 AM to the Registrar's Office on the Tuesday before each SOS meeting,** so that the committee members have adequate time to read and carefully consider each petition. **Petitions turned in after 10:00 AM on Tuesday will not be considered until the following meeting.**
9. The written result of your petition will be emailed to your Lehigh email address. **Because time is often important when petitioning, you may call the Associate Dean of Student's Office (8-4159) or the Registrar's Office (8-3200) after noon the Friday of the meeting for the result.**
10. Contact the Associate Dean of Student's Office with questions related to the petition office (8-4159).