



# Graduate Academic Services

UNIVERSITY OF LA VERNE

Woody Hall

909-448-4011

E-mail:

mdelvalle@laverne.edu or bakerj@laverne.edu

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

Return form via fax to (909) 448-1668 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 MAILED TO THE ADDRESS SPECIFIED BELOW

NAME: \_\_\_\_\_ ID#: \_\_\_\_\_ DATE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_@laverne.edu

MAILING ADDRESS: \_\_\_\_\_

Street City State Zip

**SPECIFIC COURSE(S):** \_\_\_\_\_

**SPECIFIC DEGREE PROGRAM:**

_____ LATE OR RETROACTIVE ADD/REGISTRATION _____ TERM OR SEMESTER	_____ EXT. OF TIME TO COMPLETE "INC" OR "IP" _____
_____ LATE OR RETROACTIVE WITHDRAWAL	_____ DATE COURSE WILL BE COMPLETED
_____ LATE OR RETROACTIVE DROP	_____ EXTENSION OF TIME TO COMPLETE DEGREE
_____ NUMBER OF CLASS SESSIONS ATTENDED	_____ DATE DEGREE WILL BE COMPLETED

**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 \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_