

GRADUATE STUDENT PETITION FORM

PART I

Name _____ **ID #** _____
(Please print all information) Last First MI

Mailing Address _____ **Email** _____
Street City State Zip

Phone _____ **Graduate Program** _____

Semester/Year action is to affect _____ **International Student?** Yes No

Check the box for the specific action you are requesting:

Late Drop	Total Withdrawal	Reconsideration of Admission Appeal
Late Add	Academic Suspension Appeal	Other

Student Signature _____ **Date** _____

Petition process: Contact the chair of your desired program to determine why you were not fully admitted. Include a signed statement addressing those reasons and provide a plan to support successful program completion, as well as include any additional supporting documentation.

Email the completed form and documentation to psdean@lcsc.edu

Part II

Recommendation of Graduate Advisor: _____

Graduate Advisor Name (printed) _____ **Signature** _____ **Date** _____

Recommendation of Chair: _____

Chair Name (printed) _____ **Signature** _____ **Date** _____

PART III

Approved **Denied** (#6 on back) **by:** Graduate Studies Council/Dean

Name (printed) _____ **Signature** _____ **Date** _____

Petition Form Process

Directions for Students:

1. **Pick up or download a Petition Form from Professional & Graduate Studies Dean’s Office** or www.lcsc.edu/school-of-professional-graduate-studies.
2. **Complete Part I of the form.** Attach a signed and dated letter documenting exactly the action you are requesting. Provide sufficient justification for your request. Attach documentation if appropriate. Please print or type information. **Sign and date all attachments.**
3. **Meet with graduate advisor to secure required signature(s)** and recommendation in Part II (and Part III if three signatures are required).
4. **Submit completed petitions and all documentation to the Professional & Graduate Studies Dean’s Office** located in SAC 223 or electronically to psdean@lcsc.edu. Students may call 208-792-2400 to request to attend a Graduate Studies Council meeting in person.
5. The Professional & Graduate Studies Dean’s Office will notify students of the final decision regarding their petition via a mailed letter.
6. For appeals of Graduate Studies Council decisions contact the Office of the Provost (vpaaapprovals@lcsc.edu; 208-792-2213).

NOTE: Petition Forms will not be accepted from students who have a “hold” on their account.

ACTION	SIGNATURES REQUIRED:	PETITIONS WILL BE REVIEWED FOR FINAL DECISION BY: PART III
Late Add Late Drop Reconsideration of Admission Decision	<ul style="list-style-type: none"> • Student • Graduate Advisor • Program Chair 	Graduate Studies Dean
Reinstatement After Suspension Total Withdrawal	<ul style="list-style-type: none"> • Student • Graduate Advisor • Program Chair 	Graduate Studies Council and Dean

All petition requests must be submitted to Professional & Graduate Studies Dean’s Office.

500 8th Avenue, SAC 223
208.792.2400
psdean@lcsc.edu