

**GRADUATE STUDENT PETITION FORM**

**PART I**

Name \_\_\_\_\_ ID # \_\_\_\_\_  
(Please print all information) Last First MI

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Major/Minor \_\_\_\_\_

Semester/Year action is to affect \_\_\_\_\_ Advisor's Name \_\_\_\_\_

Check the box for the specific action you are requesting: International Student?  Yes  No

- Late Drop\* (class) \_\_\_\_\_
- Late Total Withdrawal\*
- Overload Approval  
15 or more graduate credits per term
- Late Add \_\_\_\_\_
- Academic Suspension Appeal  
Petitioning 1 semester suspension policy
- Financial Aid Appeal  
Referral from Financial Aid Office required
- Reconsideration of Admission Decision
- Miscellaneous: list reason \_\_\_\_\_

Sign below and attach a **signed** letter explaining the actions requested **also include any/all supporting documents.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART II**

Recommendation of Advisor: \_\_\_\_\_  
 \_\_\_\_\_

Advisor Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommendation of Instructor \_\_\_\_\_  
 \_\_\_\_\_

Instructor Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART IV**

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

\_\_\_\_\_  
 Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Petition Form Process

## Directions for Students:

1. **Pick up a Petition Form from Professional & Graduate Studies Dean's Office.** Late total withdrawal requires only one petition; however, signatures will be required from ALL faculty for the withdrawn term.
2. **Complete Part I of the form**, including checking the box for the desired action. 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 advisor/instructor 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. 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 related to Financial Aid, contact the Office of the Vice President for Student Affairs (208-792-2218). For all other appeals, contact the Office of the Provost ([vpaaapprovals@lcsc.edu](mailto: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: VP LISTED IN THIS COLUMN IS THE VP FOR STUDENT AFFAIRS FOR UNDECLARED AND NON-DEGREE SEEKING MAJORS	PETITIONS WILL BE REVIEWED FOR FINAL DECISION BY: PART IV
Late Adds AFTER the Term is (late adds during the term do not require a petition)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor</li> </ul>	Graduate Studies Council
Late Drops* (a grade of W will appear on <i>*An approved late drop does <b>not</b> release student from financial obligations to the college.</i> )	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor</li> <li>• Advisor</li> </ul>	Graduate Studies Council
Late Total Withdrawal* (a grade of W will appear on <i>*An approved total withdrawal does <b>not</b> release student from financial obligations to the college.</i> )	<ul style="list-style-type: none"> <li>• Student</li> <li>• Course Instructor(s)</li> <li>• Advisor</li> </ul>	Graduate Studies Council
Approval of Course (15 or more graduate credits in one term) <b>overload fee assessed cannot be waived</b>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> </ul>	Dean
Waiver or Substitution of General Education Core Requirements (including ADA accommodations)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> <li>• ADA Officer (for ADA issues)</li> </ul>	Dean
Reinstatement After Suspension (use only when seeking exceptions to policy requiring one semester break)	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> </ul>	Graduate Studies Council
Financial Aid Appeal (Program Plan must be attached)	<ul style="list-style-type: none"> <li>• Student</li> </ul>	Graduate Studies Council
Miscellaneous	<ul style="list-style-type: none"> <li>• Student</li> <li>• Advisor</li> </ul>	Graduate Studies Council

500 8th Avenue, SAC 223  
208.792.2400

[www.lcsc.edu/school-of-professional-studies](http://www.lcsc.edu/school-of-professional-studies)  
[psdean@lcsc.edu](mailto:psdean@lcsc.edu)

*All petition requests must be submitted to Professional & Graduate Studies Dean's Office by 5:00 p.m. on the Monday prior to the scheduled Graduate Studies Council meeting.*