



**Committee on the Standing of Students (SOS)
Undergraduate SOS Petition Form**

Please complete form in ink only

DATE: _____
mm/dd/yyyy

NAME: _____

LU Email: _____

(include alternate email address if your LU email is not active)

LIN: _____

Degree(s) & Major(s): _____

Cell Phone: _____

Nature of Current Petition:

- Late Add/Drop Course(s)* *(add/drop form required)*
- Extension of Incomplete*
- Make-Up Final Examination*
- Reinstatement
- Other: _____

** denotes instructor(s) signature/comment required*

College of Enrollment:

- Arts & Sciences
- Business
- Engineering & Applied Science
- Health
- Inter-Collegiate

Class/Status:

- First-Year
- Sophomore
- Junior
- Senior

First Term Enrolled: _____

(specify term and year)

Transfer Student: Yes

Expected Graduation: _____

Last Term GPA: _____

Cumulative GPA: _____

Have you submitted an SOS Petition in the past? Yes No

If yes, briefly describe the nature of the petition(s) below, attach an additional page if more space is needed:

1) STATE YOUR REQUEST:

- 2) *Attach a typed statement that clearly and fully explains the reason for your request and any relevant documentation.*
- 3) *Provide signatures of the following individuals and seek them in the order listed below.*
- 4) *Review the second page of this petition form for submission instructions and related information.*

	<u>Printed Name & Signature</u>	<u>Date</u>	<u>Email</u>	<u>Acknowledgement/Recommendation</u> <i>*attached a statement if more space is required</i>
Instructor*				
Academic Advisor				
Associate Dean, College of Enrollment				

Space for administrative notes ONLY, please do not write any information in the space below.

- Approve
- Deny
- Table
- Hold

SOS Petition Form Instructions

The SOS Committee carefully reviews each petition before rendering a decision. As a result, it is important that students submit a completed petition with all relevant documentation and signatures. Please note, incomplete petitions will be denied and students will need to re-start the process for committee consideration. If you have any questions regarding the SOS petition process or requirements for specific petitions, please contact the Undergraduate Associate Dean of your college of enrollment or Academic Life & Student Transitions (610.758.4159).

Please attend to the following information as you are completing your petition:

- It is important to note that you are requesting an exception to a university policy and/or process; submission of a petition does not mean that a petition will be approved. Please be clear and specific about your request, provide a full explanation for your reason for the request and include any relevant information, e.g. dates, email correspondence, faculty statements, etc.
- The timeliness of your petition is extremely important and thus considered when petitions are being reviewed by the SOS Committee; it is in your best interest to complete the petition as soon as possible.
- The requested signatures on the form ensure that appropriate individuals are aware of your petition request and must be included for a petition to be considered complete. Alternatives to the form signatures can include electronic signatures (email correspondence), department chairs or other designees when appropriate. Please contact the Undergraduate Associate Dean of your college of enrollment or Academic Life and Student Transitions (610.758.4159) for guidance if you have difficulty securing signatures.
- Once you have acquired the signatures from (and in this order) your instructor, academic advisor, and Undergraduate Associate Dean of your college, **please submit your entire petition to your Undergraduate Associate Dean's Office. Your petition will then be forwarded to the SOS Committee for consideration.**

Time Line and Decision Notification

- The SOS Committee convenes every 2 weeks on Thursdays. Please refer to this website for official dates and changes to the meeting schedule:
<https://studentaffairs.lehigh.edu/content/committee-standing-students-sos>
- Petitions are due in your Undergraduate Associate Dean's Office by the Monday (4:45 p.m.) before each SOS meeting. Please note, only completed petitions will be accepted to include all of the required signatures and relevant documentation. Petitions submitted after this deadline will not be considered until the following meeting.
- Petition results will be sent electronically to your Lehigh e-mail address. If your Lehigh account is no longer active, please include an alternate email address on the petition form. As some petition are time-sensitive, you may call Academic Life & Student Transitions (610.758.4159) or Registration & Academic Services (610.758.3194) for the petition decision on the Friday following the meeting.