

APPEAL FOR EXCEPTION TO UNIVERSITY POLICY- EXTENSION OF TIME TO COMPLETE DEGREE

OFFICE OF THE REGISTRAR

909.448.4001

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It is the responsibility of the student to fully understand the information presented in the current La Verne Catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations may not be waived nor exceptions granted because a student pleads ignorance of policies or procedures.

Please speak with your academic advisor to determine if you are eligible for an extension of time or if you would be required to re-apply to the University of La Verne. An approved appeal allows students 1 (one) year to complete remainder of degree requirements.

A letter stating the result of your first petition will be mailed to the address specified on this form. An email stating the outcome of second appeal will be emailed to address listed below. It is the student's responsibility to check with Student Accounts and Financial Aid (if applicable) to determine how your appeal may affect your account. [Please note all students may also be required to take additional general education or major coursework.]

Please Note: Standard processing time of extension appeals can be up to 6 weeks from submission.

NAME: _____ ID# _____ DATE: _____

MAILING ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____

<u>APPEAL SUBMISSION REQUIREMENTS</u> (Failure to submit all requirements will result in longer processing time)	
<input type="checkbox"/> FIRST EXTENSION (First time appealing for additional time to complete requirements. Each appeal is evaluated individually.) <input type="checkbox"/> SECOND EXTENSION (Previous extension appeal was submitted. The Undergraduate Appeals Committee will hear the second extension appeal.)	<input type="checkbox"/> <u>STATEMENT OF REQUEST</u> – include (1) the reason you did not complete your degree on time, (2) a detailed plan to finish your outstanding coursework within 1 (one) calendar year AND (3) the reason you feel an exception to University policy should be granted. <input type="checkbox"/> <u>ADVISOR SUPPORT</u> – Support can be in the form of an email. <input type="checkbox"/> <u>DEPARTMENT CHAIR SUPPORT</u> – Support can be in the form of an email. Contact your advisor for assistance. <input type="checkbox"/> <u>GRADUATION APPLICATION</u> – A graduation application must be on file prior to appeal being processed.

The below signature confirms that all of the requirements of the appeal have been met and acknowledgement that it is the student's responsibility to obtain the outcome of the appeal. It is the student's obligation to read and understand that response, and process all necessary payments and paperwork by the given deadline. Appeals that are granted will be charged a minimum \$50 appeals fee.

STUDENT SIGNATURE _____ DATE _____