Guidelines for Petitioning for Late Application to Graduate

AR 25 i: “The student's deadline to file an application with the Registrar is the end of the second week of the term”...

- **Petitioning Office of the Registrar** - Students may petition the Registrar's Office for exception to Academic Regulation AR 25 i. Application for a Degree

- **Complying with Academic Regulations** - Students are responsible for knowing and complying with the Academic Regulations and deadlines as published in the Schedule of Classes. (oregonstate.edu/registrar) Students are responsible for their actions and the decisions

- **Financial consideration** – Students whose reason to seek an exception to a regulation is solely to alleviate a financial situation may wish to contact the OSU Business Affairs, 737-3775. Academic petitions are not approved to resolve financial concerns.

- **Expectations** - Petitions are requests for exceptions to university policy and approval is not guaranteed.

- **The role of the advisor comments/approvals** - Advisor’s comments and approvals are advisory and are not binding on the Registrar’s decision.

The Registrar’s Office offers a Statement of Degree which certifies that the degree requirements have been met and the degree will be awarded at the end of a specific term. If this can meet your needs without changing your graduation term, a request the Statement of Degree should be submitted by e-mail to graduation@oregonstate.edu

A Late Application to Graduate is granted only when there are documented reasons, such as family emergencies, active military service or illness, as to why a student could not apply to graduate by the deadline (end of the 2nd term week). Graduation applications are open for senior students a year in advance of the desired final term.

The following are NOT valid reasons for granting the petition to apply to graduate after the deadline:

1) Forgetting to apply prior to the end of the required graduation application deadline

2) Not being aware of the graduation application deadline: 2nd week of the term (AR 25 i)

3) Forgetting to reapply within the 2 week grace period after a previous cancellation

4) Having been accepted into a graduate program that is beginning before your current graduation term ends

5) For employment reasons
   a. Having been hired or the prospect of being hired into a job
   b. To enhance your rank or economic circumstances within your current employment
   c. For professional licensure or certification

1) For personal convenience
   a. To change your commencement year
   b. Because your friend, family member, classmates are graduating this term

Please be sure that you have sufficient documentation to support your reasons for being granted this petition.

11/8/2011
Guidelines for completing the petition for Late Application to Graduate

Requirements that must be met before submitting this Late Application Petition

The deadline for submitting a petition is September 1st for prior academic year. No changes to your application will be considered for the prior academic year after September 1st of the current year.

An active graduation application for the next available term must be on file. If not, your application is to be submitted by using the automated graduation application found in your Student Online Services.

Your MyDegrees audit must reflect 100% completion of your degree requirements are met by the end of the term you are requesting. No degree requirements may be taken after the end of the term you are requesting.

Completing the Petition for Late Application form

Step 1) Complete the student information box on the front page of the form
   - Name, Student ID number, Address, etc.
   - Sign and date the form in this box

Step 2) On the reverse side, under Graduation Requirements, complete the Student Request section
   - Explain why a Statement of Degree will not meet your needs
   - Express in detail why this exception should be granted for you
   - Explain why the term graduation application deadline was not met
   - Print out and attach a copy of your MyDegrees audit

Step 3) Take the form to the Head Advisor of your college not your major advisor. Honors College candidates: Head Advisor of University Honors College must also be included in this step. Attach another page for each college advisor
   - The Advisor will complete the Head Advisor Comment section
     - We need the advisor to specifically state why he or she supports your petition
   - The Advisor will Approve or Disapprove your petition
   - The Advisor must sign and date the petition

Step 4) Return the petition to the Registrar's Office for consideration and a decision.

I have read and understand both pages of these guidelines.

Signature_________________________________________ Date___________________

11/8/2011