

Committee on the Standing of Students (SOS) Petition Form Directions

1. Please type or neatly print the information requested on the form. Please complete all the requested information. If more space is needed, you may use an additional piece of paper.
2. Please be clear about the reason. If the petition is needed because you missed a deadline, let the committee know why you were late.
3. Include all relevant information. If the petition is to change your credits in any way, please include all the information including number of credits currently, number wishing to add, etc. If an approved petition means an overload, please include the proper paperwork. Attach supporting information and the appropriate forms if needed (drop/add form, AT form, etc).
4. Petitions may be denied. If the petition is to change your current schedule, it is important that you **attend classes as currently scheduled until receiving the results of your petition.**
5. Timeliness is very important. Complete the petition as soon as possible. **The appropriate signatures are very important**, but don't allow the signatures to delay your petition too long. Alternates to the signatures can include copies of emails or the signature of the department chair or another faculty member. Please contact the associate dean of your college immediately if you are having difficulties with signatures. The final signature on your petition is the Associate Dean of Students for Academic Support Service, Dean Susan Lantz (UC 210).
6. When petitioning, you may need talk to one of the committee members. The administrative assistants in each of the offices will also be able to let you know if a meeting is necessary. You may call Dean Lantz with questions.
7. SOS meetings occur every two weeks on Friday mornings, check the website for official dates http://www.lehigh.edu/~inacsup/infos_4.html. **Petitions are due by noon the Wednesday before each SOS meeting.** So that the committee members have adequate time to read and carefully consider each petition, **petitions turned in after 12:00 noon on Wednesday will not be considered until the following meeting.**
8. The written result of your petition will be mailed to your campus mailbox approximately a week after the meeting. **Because time is often important when petitioning, you may call the Associate Dean of Student's Office (8-4159) or the Registrar's Office (8-3200) after noon the Friday of the meeting for the result.**

