# Graduation Petition

(for graduate and professional programs)

University Records

## INSTRUCTIONS

**Helpful note:** *This form is not for undergraduate students. Students completing an undergraduate degree please fill out the Undergraduate Intent to Graduate form found online at* www.llu.edu/students *in the Academic Life section.*

**As a graduate or professional student you are responsible for the information on this form; we encourage you to thoroughly read the instructions below before filling out the Graduation Petition.**

1. Students are responsible for obtaining all signatures and delivering the completed petition to the school academic office by the dates listed in the table below, unless an earlier date is specified by your school:

**Please Note:** The school dean's office is responsible for obtaining a Faculty of Graduate Studies (FGS) signature, when appropriate, and turning in the final form to University Records according to the degree clearance procedure submission dates.

| Graduates and Deadlines | Spring and Summer Program Completions (May - September) | Autumn Program Completions (December) | |
|---|---|---|---|
| Academic Variance: Last day for School to submit approved form to University Records | October 1 | | July 1 |
| Graduation Petition : Last day for Student to submit Grad Petition to School. | November 1 | April 1 | August 1 |
| Graduation Petition: Last day for School to submit Grad Petition to University Records. | December 1 | May 1 | September 1 |

2. All official transcripts for non-LLU credits, co-requisites, and prerequisites must be received at least two months prior to graduation.

3. All approved and School processed Academic Variances (AV) must be turned in to University Records by the School Academic Office before the deadline shown in the above table. Please work with your School in advance to ensure they can meet the posted deadlines. Transfer credit must be at the graduate level and must have been taken within five years of acceptance (unless policy outlines a more recent timeframe). Religion requirements for LLU programs must be a graduate-level religion course taught at LLU and cannot be given advanced standing or substituted.

4. For students completing more than one degree program in separate schools, please complete a graduation petition for each school. For example, if you are completing both PharmD (SP) and Bioethics (SR), a graduation petition is required for each school. If you are completing two programs within one school, such as a Certificate (SPH) and MPH (SPH), only one graduation petition is required.

5. Summer Completion: If you plan to complete your program in summer quarter and are eligible to participate in the prior spring quarter graduation, please list projected coursework for winter, spring, and summer quarters, as this form needs to be submitted by November 1, as shown on the above table.

If you have any questions please e-mail registrar@llu.edu or call (909) 558-4508

# Graduation Petition
## (continued)
(for graduate and professional programs)

PROGRAM = program course completes a requirement for program 1, program 2, or both.

TABLE 2: Currently Registered Courses

| COURSE ID (e.g. AHCJ 595) | COURSE TITLE | UNITS | PROGRAM |
|---|---|---|---|
| | | | Program 1 |
| | | | Program 1 |
| | | | Program 1 |
| | | | Program 1 |
| | | | Program 1 |

Select One (Year)

Program 1
Program 1
Program 1
Program 1
Program 1
Program 1

Select One (Year)

Program 1
Program 1
Program 1
Program 1
Program 1
Program 1

Select One (Year)

| COURSE ID (e.g. AHCI 595) | COURSE TITLE | UNITS | PROGRAM |
|---|---|---|---|
| | | | Program 1 |
| | | | Program 1 |
| | | | Program 1 |
| | | | Program 1 |
| | | | Program 1 |
| | | | Program 1 |

DEAN/ASSOCIATE DEAN 1: