STUDENT PETITION FORM

To: ___________________________ Student ID: __________

PERSONAL INFORMATION

Full Name: ___________________________
  First Name ___________________ Middle Name ___________________ Family Name ___________________

Mobile No.: ___________________________ LAU Email: ___________________________

Degree: ___________________________ Major/Emphasis: ___________________________

SUBJECT OF THE PETITION (Tick Below)

☐ Break Repeat Rule (LAC Core)
☐ Break Repeat Rule (Major Course)
☐ Course Substitution

☐ Credits Overload (only if GPA<3 and not graduating)
☐ Extension for Thesis/Project deadline
☐ Extension for completion of Graduate Programs

☐ Follow old/new Program
☐ Exclude Grade from GPA
☐ Intercampus Transfer (Beyond the deadline)

☐ Late Drop/Add or Registration
☐ Grace Semester (only max. 12 credits to graduate)
☐ Readmission (after Suspension or Dismissal)

☐ Transfer of Credits
☐ Tutorial Course
☐ Waive Remedial Requirements

Summary of the case: _____________________________________________________________

Student’s Signature: ___________________________ Date: __________

*Use additional paper if needed *printed & signed copy

TO BE COMPLETED BY THE ADVISOR

Advisor’s input ________________________________________________________________

Name & Signature: ___________________________ Date: __________

TO BE COMPLETED BY THE REGISTRAR’S OFFICE

Registrar’s input _______________________________________________________________

Signature: ___________________________ Date: __________

SCHOOL/ COUNCIL ACTION

☐ Approved  ☐ Rejected by: ___________________________

Comment _________________________________________________________________

Signature: ___________________________ Date: __________

Day Month Year