

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, **explain clearly 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. Once you have instructor, advisor, and College Associate Dean signatures, deliver your petition to the Registrar's office. The Registrar will forward completed petitions on to the Associate Dean of Students for processing.
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 the Associate Dean of Students' office with questions.
7. SOS meetings occur every two weeks on Thursday afternoons, check the website for official dates:
<http://www.lehigh.edu/~inacsup/students.shtml#sos>
8. **Petitions are due by Tuesday at 4:00pm before each SOS meeting.** So that the committee members have adequate time to read and carefully consider each petition, **petitions turned in after 4:00pm on Tuesday will not be considered until the following meeting.**
9. The result of your petition will be e-mailed to your Lehigh e-mail account within one week of 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 8:30am on the Friday following the meeting.**