LOMA LINDA UNIVERSITY

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)	Winter Program Completions (March)
Academic Variance: Last day for School to submit approved form to University Records	October 1	March 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

LOMA LINDA UNIVERSITY

Graduation Petition
(continued)

(for graduate and professional programs)

University Records

GENERAL

Student ID

Last Name | First Name | Middle Name

LLU e-mail address | @llu.edu | School of -Select One-

Proposed completion term of all program requirements (e.g. internship, clinical hours, culminating activity):

Select One | Year

Do you plan to participate in the graduation ceremony at the end of spring term? ○ Yes ◉ No

(Please reference the Student Handbook section 4 under Commencement for eligibility guidelines)

PROGRAM 1 INFORMATION

Degree sought

-Select One-

Major(s) - listed on *Degree Compliance Report (DCR)*

Major 1

Major 2

Does your program require a thesis or dissertation? ○ Yes ◉ No

If yes, please list the title

Please list the proposed date for completion of thesis or dissertation | Proposed date of defense

If your program requires non-course requirements (will be listed on your DCR) please list the requirements still to be completed and the anticipated date of completion in the below table. Please reference your DCR in order to verify which non-course requirements have not been marked as "met".

NON-COURSE REQUIREMENTS	ANTICIPATED DATE OF COMPLETION

LOMA LINDA UNIVERSITY

Graduation Petition
(continued)

(for graduate and professional programs)

University Records

PROGRAM 2 INFORMATION (if applicable)

Degree sought

-Select One-

Major(s) - listed on *Degree Compliance Report (DCR)*

Major 1

Major 2

Does your program require a thesis or dissertation? ◯ Yes ◉ No

If yes, please list the title

Please list the proposed date for completion of thesis or dissertation Proposed date of defense

If your program requires non-course requirements (will be listed on your DCR) please list the requirements still to be completed and the anticipated date of completion in the below table. Please reference your DCR in order to verify which non-course requirements have not been marked as "met".

NON-COURSE REQUIREMENTS	ANTICIPATED DATE OF COMPLETION

Please list the projected coursework for the TWO-FINAL QUARTERS: (Reminder for 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 table on page 1.)*

To show how your degree requirements will be met by the proposed completion term please list in corresponding tables:

1. Courses with "IP" grades from previous terms
2. Currently registered courses
3. Future planned courses

Every student is responsible to check ahead of time for *course schedule* conflicts. For projected summer courses be sure to check with the department to ensure course availability and timing.

Please Note: If only petitioning to graduate from one program, you do not need to adjust the program column. If you are taking a course that does not apply to the program listed on this graduation petition please select "neither" in the program column.

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

TABLE 1: In Progress (IP) Courses

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

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
			Program 1
			Program 1
			Program 1

TABLE 3: Projected Courses to be Taken in Select One (Year)

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

TABLE 4: Projected Courses to be Taken in Select One (Year)

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

Please fill out a table for the summer term if you are a student graduating in summer term but are eligible to participate in the spring ceremony.

TABLE 5: Projected Courses to be Taken in Select One (Year)

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

SIGNATURES

STUDENT:
By signing I understand that any changes to or deviation from the above information will generally require a new Graduation Petition and/or may delay my graduation date.

X _____ Date: _____
Signature (written signatures only)

*PROGRAM 1 ADVISOR: (Please save and attach the student's DCR to this petition - * please reference instructions on the next page.)*

By signing I have received the student's DCR and verify that the above projected plan of study fulfills the remaining degree requirements and may be achieved within the proposed timeframe.

Program GPA _____

MAJOR 1 ADVISOR:

Printed Name: _____

X _____ Date: _____
Signature

Major 1 GPA _____

MAJOR 2 ADVISOR:

Printed Name: _____

X _____ Date: _____
Signature

Major 2 GPA _____

*PROGRAM 2 ADVISOR: (Please print and attach the student's DCR to this petition - * please reference instructions below.)*

By signing I have received the student's DCR and verify that the above projected plan of study fulfills the remaining degree requirements and may be achieved within the proposed timeframe.

Program GPA

MAJOR 1 ADVISOR:

Printed Name:

X _____ Date:

Signature

Major 1 GPA

MAJOR 2 ADVISOR:

Printed Name:

X _____ Date:

Signature

Major 2 GPA

** Attaching DCR instructions*

(Go to Student Services main page at http://www.llu.edu/students/ and then click on "Student Services Login". After logging in click on "Faculty Menu" then "View Degree Compliance Report". Save a copy of the report and attach it to this Graduation Petition.

PROGRAM DIRECTOR: (If required by School)

☐ N/A per School *(Signature Required)* X _____

Signature

By signing I have received the student's DCR and verify that the above information is correct and all published graduation requirements have or will be met as proposed in this petition.

PROGRAM DIRECTOR 1:

Printed Name:

X _____ Date:

Signature

PROGRAM DIRECTOR 2:

Printed Name:

X _____ Date:

Signature

DEPARTMENT CHAIR: (If required by School)

☐ N/A per School *(Signature Required)* X _____
Signature

By signing I affirm all appropriate signatures have been obtained and I have reviewed the student's DCR. I also affirm that the above information is correct and all published graduation requirements have or will be met as proposed in this petition.

DEPARTMENT CHAIR 1:

Printed Name:

X _____ Date:
Signature

DEPARTMENT CHAIR 2:

Printed Name:

X _____ Date:
Signature

Instructions to Students

When all the signatures have been obtained, please submit this Graduation Petition to your Dean's Office. Your Dean is responsible for obtaining a Faculty of Graduation Studies (FGS) signature, when appropriate, and turning in the final forms to University Records according to the degree clearance procedure submission dates.

DEAN'S OFFICE USE ONLY:

☐ N/A per School *(Signature Required)* X _____
Signature

By signing I affirm all appropriate signatures have been obtained and I have reviewed the student's DCR. I also affirm that the above information is correct and all published graduation requirements have or will be met as proposed in this petition.

DEAN/ASSOCIATE DEAN 1:

Printed Name:

X _____ Date:
Signature

DEAN/ASSOCIATE DEAN OF THE FACULTY OF GRADUATE STUDIES: *(Required for FGS Programs)*

Printed Name: Received Date:

X _____ Date:
Signature