Petition to the School of Graduate and Professional Studies

Education Professional Development (EDPD)
Continuing Education (CE)

1. **Personal Information:** Provide all information – Name, 9-digit Shepherd ID number, and your email address.

2. **Request Permission To:** Select the requested action - Add or Drop. You must also enter the term, CRN, Subject Code, Course Number, and Section Number for each course (for example, Fall 2022, 30101, EDPD 699 02).

3. **Student Statement:** Describe your situation, outlining specifically why you wish to add/drop after the course(s) began. It does not need to be long, but it does need to be clear and complete.

When you have completed the Petition form and the Student Statement, email it to graduate-studies@shepherd.edu.

Date: _____

Name: _____ Student ID Number: _____

E-mail Address: _____

REQUESTS PERMISSION TO: SEMESTER/YEAR: _____

ADD:
      CRN:_____ SUBJ: _____ CRS. NO.: _____ SECTION: _____
      CRN:_____ SUBJ: _____ CRS. NO.: _____ SECTION: _____
      CRN:_____ SUBJ: _____ CRS. NO.: _____ SECTION: _____

DROP:
      CRN:_____ SUBJ: _____ CRS. NO.: _____ SECTION: _____
      CRN:_____ SUBJ: _____ CRS. NO.: _____ SECTION: _____
      CRN:_____ SUBJ: _____ CRS. NO.: _____ SECTION: _____

 Student Statement:

Director/Asst. Dir. of CE's Signature: _____
Date: _____   Support   Do Not Support
Comments: _____
_____

Dean of Graduate and Professional Studies' Signature: _____
Date: _____   Approved   Not Approved
Comments: _____
_____