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 2023, 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 continuing-ducation@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:

Student's Signature

Director of CE and Life Long Learning Signature: _____
Date: _____ ☐ **Support** ☐ **Do Not Support**
Comments:

Office of the Provost's Signature: _____
Date: _____ ☐ **Approved** ☐ **Not Approved**
Comments: