



**Petition for Addition to the Dean's List**

<b>ID Number</b>	<b>Student Name</b> <i>(last, first, mi)</i>
<b>Term:</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring      Year _____

**Dean's List Criteria effective Fall 2000:**

1. Students must have earned a GPA of 3.67 for the term
2. Students must be registered for a minimum of 12 credits for the term
3. Students must have taken at least two-thirds of these credits on the A-F grading system
4. Students must have completed all credits for which they were registered during the term except in instances where it is normal procedure to extend work beyond the academic term e.g. some directed or independent study projects; some regularly established courses; and instances where, for reasons of serious illness or justifiable emergency, the student who meets criteria 1-3 may petition the Functions and Awards Committee in the manner listed below.

**Procedures:**

Deviations from criterion 4 as stated above must receive the endorsement of the Functions and Awards Committee before a student can be recommended for the Dean's List. In these instances the student shall present in writing and with substantiation a formal petition to the Functions and Awards Committee. In those cases where serious illness or justifiable emergency is the cause of the delay of completion of work, the petition must be made within two weeks of the beginning of the next term in which the student registers. Other exceptions as listed under criterion 4 above will be granted provided the petition is made within two weeks of the completion of the work or within two weeks of the beginning of the next term in which the student registers, whichever pertains.

Submit completed form to the Office of the Registrar, 212 Behmler Hall, 600 E 4<sup>th</sup> Street, Morris MN 56267

**Student Statement:**

I meet the criteria 1-3 for the Dean's List and state the following reasons for not completing my course work for by the close of the term stated above (continue on back if necessary):

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For the reasons listed above, I am petitioning the Functions and Awards Committee for recommendation to the Dean's List.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Registrar's Endorsement:</b> student has met criteria 1-3 for _____ (term/yr)
<b>Signed:</b> _____ <b>Date:</b> _____

<b>Committee Action:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>
<b>Signed:</b> _____ <b>Date:</b> _____