



## Instructions for Petition for Graduation Extension Form

1. The purpose of this form is to request a two-week extension for current term graduation clearance from the respective graduation offices and to provide documentation of extenuating circumstances.
2. The three-week deadline for completion for all degree requirements to be met is the third Friday after each semester's conferral date. Upcoming graduation calendars can be found here: <https://registrar.siu.edu/calendars/graduation.php>
3. All graduation candidates must have all degree requirements completed and posted to their academic record by this date. This includes but is not limited to:
  - Degree Works petitions
  - NR ("Not Recorded") course grades
  - INC ("Incomplete") course grades
  - Work experience or proficiency credit
  - Thesis or dissertation paperwork
  - Complete, official transcripts from any previous post-secondary institution
4. All degree candidates have three weeks from the end of the term in which they intend to graduate to ensure that all degree requirements are complete and posted on their SIU academic record.
5. This petition for graduation extension form will be required for any student that has an extenuating circumstance beyond their control that prevents them from meeting the three-week deadline. This form must be signed by the appropriate authority in the appropriate college to be considered for a two-week extension.
  - For undergraduates, send to [graduation@siu.edu](mailto:graduation@siu.edu).
  - For graduate students, send to [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu).
6. If the Registrar's Office or Graduate School does not have this form on file by the three-week deadline, the graduation application will be closed, and the student will be coded as NE ("Not Eligible").
7. The student or advisor can request the graduation application be deferred to a future term only once. Any subsequent applications will need a new graduation application submission requiring a new application fee.
8. Two additional weeks will be granted to any student when the appropriate authority within the college approves the acknowledged extenuating circumstances noted on this form and submits it to the applicable graduation office.
9. The petition for graduation extension form must be filled out electronically. Handwritten copies will not be accepted.
10. Ensure all fields in the form are completed accurately including
  - Graduation Term
  - College
  - Degree
  - Major
  - Any additional requested information.

**Note: Submitting this form does not guarantee approval but provides an opportunity for consideration based on circumstances and other factors determined by Academic Deans, the Registrar's Office or the Graduate School.**

