Graduate School Form 38
(10/15)

Appeal Initiation

Late Graduate Deadline Fee
The Graduate School

The Graduate School (West Lafayette campus) requires a $200 late fee for the following graduation-related situations:

1. Electronic Plan of Study received at the Graduate School in the session that the graduate student intends to receive his/her degree. *Policies and Procedures for Administering Graduate Student Programs* requires that it be received at the Graduate School prior to the start of a session in which a student graduates. It is recommended that the Plan of Study be submitted by the end of the first session for master's students and the end of the third session for doctoral students.
2. Declaration of candidacy beyond the deadline. See http://www.gradschool.purdue.edu/calendar/deadlineinfo.cfm for deadline dates.
3. Listing on the Graduate School's candidate roster for the same degree more than two consecutive sessions. Students are considered to have been "Listed" on the candidate roster for a given term if a candidate registration (CAND 99100, 99200, or 99300) was entered for them at any point for that term.
4. Late deposit (after the final deposit deadline near the conclusion of each session) of a thesis or dissertation.
5. Making at least one update or correction to an already deposited thesis or dissertation.

To appeal the $200 late fee, please state the reason for your receipt of the $200 late fee (one of the five situations above.) _____

Please provide the reason(s) for appealing this late fee. Attach documentation supporting your appeal to this sheet. To be considered, appeals must be received no later than 30 days after the end of a session in which the Late Graduation Deadline Fee was received.

I request an appeal of the $200 late fee._____

Graduate Student Signature Date Printed Name

_____

Student PUID Student Email

Endorsements: _____

Major Professor Signature Date Printed Name

_____

Chair of Departmental Graduate Committee / Director of Graduate Studies / Head of the Graduate Program Date Printed Name

Approvals: _____

Graduate School Date Printed Name

_____

Bursar Date Printed Name