

FOLLOW INSTRUCTIONS
ON REVERSE OF THIS
FORM.

California Lutheran University Graduate Petition Form

To: Registrar

Date: _____

Name and Mailing Address of Petitioner:

Name: _____

ID# _____

Address _____

Daytime Phone: _____

Evening Phone: _____

Graduate Program: Business Computer Science Education Psychology Public Policy & Administration
 Economics Information Systems Technology

Program Emphasis/Professional Track (if applicable): _____

I do hereby petition that _____

Reason for request: _____

(Attach separate sheet if additional space is needed) Signature: _____

Recommendation of Instructor of the Course (when appropriate):

I recommend this petition be _____ approved _____ denied Date: _____

Reason for the above recommendation: _____

Late Add/Drop (attach add/drop form): Student Began Attending _____ Stopped Attending _____

Signature: _____ Print Name: _____ Ext. _____

Recommendation of Program Director:

I recommend this petition be _____ approved _____ denied Date: _____

Reason for the above recommendation: _____

Signature: _____ Print Name: _____ Ext. _____

Decision of Dean or Associate Provost:

This petition should be _____ approved _____ denied Date: _____

Reason for the above decision: _____

Signature: _____ Print Name: _____ Ext. _____

Report of Action on Petition (Registrar):

Petition Action: _____ Approved _____ Denied _____ Deferred

Remarks: _____

Signature: _____

Date: _____

Instructions for Filing a Petition

You may petition for exception to university policy when unusual and extenuating circumstances exist. You must provide a clear statement and justification for the request as well as supportive documentation. Without this information, petitions will be denied. This is not an exhaustive list. For more detailed information, please consult the Graduate Catalog.

Before you submit your petition:

1. State your request briefly, but completely.
2. Obtain all required signatures.

It is your responsibility to submit the petition to the Registrar's Office.

Waiver of Course Requirement

1. Must have valid reason supporting the request for waiver.
2. Must include course syllabi, course number and any other pertinent documentation.
3. Waiver of a course requirement does not grant academic credit.

Late Add

1. Must have valid reason for inability to add within proper time period. A valid reason is an extenuating circumstance beyond your control.
2. Must have validated documentation for illness or other emergencies.
3. Must have the signature of the instructor of the course in question.
4. A petition must be submitted within three months of the completion of the course.
5. Failure to be aware of deadlines is not an acceptable reason.
6. May be subject to financial penalties (Business Office 493-3180 and/or Financial Aid 493-3115).

Late Drop

1. Must have a valid reason for inability to withdraw within proper time period. A valid reason is an extenuating circumstance beyond your control.
2. Must have validated documentation for illness or other emergencies.
3. Must have the signature of the instructor of the course in question.
4. A petition must be submitted within one year of completion of the course.
5. Failure to be aware of deadlines is not an acceptable reason.
6. Failure in a course is not an acceptable reason.
7. May be subject to financial penalties (Business Office 493-3180 and/or Financial Aid 493-3115).

Acceptance of Credits in Transfer

1. An approved transfer credit form must accompany the petition.
2. A maximum of 9 credits will be approved.

Extension of an Incomplete

1. Must have approval of the instructor of the course.
2. Must specify a new completion date for the course.
3. Must include recommendation from Instructor.
4. Must have a valid reason for inability to complete the course in the specified time. A valid reason is an extenuating circumstance beyond your control.
5. Must have validated documentation for illness or other emergencies on request.

Extension of the Time for Completion of Graduate Program

1. Must indicate start date of first class required for degree (date of initial registration) and the amount of additional time requested.
2. Must include documentation of any special requirements that may be added by Program Director or Dean.
3. Must have a valid reason for request. A valid reason is an extenuating circumstance beyond your control.
4. Must have validated documentation for illness or other emergencies on request.

Petitions to Modify or Waive the Following Items Will Not Be Approved:

1. Minimum credits required for degree.
2. GPA required for degree.
3. Minimum grade of 'B' (3.0) required of courses in transfer.