

California Lutheran University Undergraduate/ADEP Petition Form

FOLLOW INSTRUCTIONS ON REVERSE OF THIS FORM.

To: REGISTRAR

Name and Mailing Address of Petitioner:

Name: _____

ID# _____

Address/Campus Box: _____

Daytime Phone: _____

Evening Phone: _____

TO THE PETITIONS COMMITTEE:

Date: _____

I do hereby petition that _____

Reason for request: _____

(Attach separate sheet if additional space is needed)

Signature: _____

Recommendation of Advisor:

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

Reason for the above recommendation: _____

Signature: _____ Print Name: _____ Ext. _____

Recommendation of Instructor of the Course or Department Chair (as appropriate):

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

Reason for the above recommendation: _____

Late Add/Drop: Student Began Attending _____ Stopped Attending _____

Signature: _____ Print Name: _____ Ext. _____

Report of Action on Petition:

Petition Committee Action: _____ Approved _____ Denied _____ Deferred

Remarks: _____

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.

Before you turn in your petition:

1. State your request briefly, but completely.
2. Obtain all required signatures. An advisor's signature is always required.

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

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 written approval of the instructor of the course in question and advisor.
4. Failure to be aware of deadlines is not an acceptable reason.

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 written approval of the instructor of the course in question and advisor.
4. Normally, 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.

Waive Global Perspectives Requirement:

1. Normally these petitions are approved for seniors only.
2. Must list any previously completed courses that might satisfy the requirement and explain any time conflicts with major courses.
3. Completion of the rest of the Core 21 requirements is not an acceptable reason.

Modify Residency Requirement:

1. Normally, 30 of your final 40 credits must be completed in residence..
2. Must list which courses will be taken, when the courses will be completed and where the courses will be offered.
3. Must fully explain the reasons for requesting this exception.

Use An Unapproved Course To Fulfill A Core 21 Requirement:

1. Must have valid reason for substitution. A valid reason is an extenuating circumstance beyond your control.
2. Must have signature of advisor and the department chair of the course.

Waive A Major Or Minor Requirement:

1. Must have a valid reason for making this exception. A valid reason is an extenuating circumstance beyond your control.
2. Normally the requirement will be waived but the credits will still be required.
3. Must have the signature of the department chair of the major or minor in question.

Petitions to Modify or Waive the Following Items Are Not Approved:

1. 124 credits required for graduation
2. 40 credits of required upper division coursework
3. 2.0 GPA required for all CLU work and overall including transferwork.
4. 2.0 GPA required major GPA.