California State University, Los Angeles

General Academic Petition for UNDERGRADUATE Requirements

(Please read instructions before completing petition)

Return completed petition to your major department/division office

Please Print:

Name Last First

Student ID No.

Address

Area Code ( ) Telephone Number

City State ZIP Code

Date

Signature of Major Adviser

Degree Major

Adviser's Recommendation: Grant ❑ Deny ❑ No Recommendation ❑

Have you applied for graduation? Yes ❑ No ❑

FOR G.E. COURSE SUBSTITUTION: *(A separate petition must be submitted for each course substitution.)*

Student's GE catalog date

GE requirement *(Block and Area)* for which student requests credit

Course: Abbreviation/Number/Title

Units ❑ Semester ❑ Quarter

Institution where completed

Note: If course NOT taken at Cal State L.A., please provide photocopy of course description from official school catalog.

Cal State L.A. department/division offering equivalent course

Signature and recommendation of department/division chair offering equivalent course or theme coordinator. Grant ❑ Deny ❑

OTHER:

Be as specific as possible. Attach supporting documentation if appropriate. If an extension of incomplete is requested, state course name and number, quarter taken and obtain signature of course instructor below.

I hereby petition to :

Signature of Instructor *(for Extension of Incompletes)*

Reason for petition:

COMMITTEE ACTION

___Your petition was granted.
___Your petition was denied.
___No action was taken: ❑ Not petitionable-Title 5 of California Code of Regulations ❑ Academic department/division is responsible.

Reported by:

Instructions and Information for Students

Students may petition for review of certain University academic regulations when unusual circumstances exists; however, some academic regulations, such as those contained in Title 5 of the California Code of Regulations, are not subject to petition. Please consult with an adviser in your major department/division to determine whether you have a petitionable request.

Extension of Incompletes must be submitted before the one year expires.

All petitions must be filed in your major department/division office. Undergraduate students with undeclared majors should file petitions in the Academic Advisement Center, LIB S1040A. Departments/divisions will forward the petition and documentation to the Office of Undergraduate Studies, Adm. 725, 8254-1.

Do not submit petitions without all required information and signatures; petitions that are incomplete will be returned without action.

You will be informed by the mail of the decision on your petition.