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

Cal State LA Email Address (This is the address your petition will be sent to.) Date

Print Name of Major Adviser Office Extension **Degree Major**

Have you applied for graduation? Yes ☐ No ☐

Term/Year

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

Student's G.E. Catalog Date G.E. requirement (Block) for which student requests credit

Course: Abbreviation/Number/Title Units Semester Quarter Grade Institution where completed

Cal State LA Course? Yes ☐ No ☐ ***If NO, attach course description**

Cal State L.A. Department/Division offering equivalent course

Signature and recommendation of Department/Division Chair offering equivalent course

Grant ☐ Deny ☐

***REASON FOR PETITION*:**

OTHER:

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

Course Name Course No. Term/Year

I hereby petition to:

Signature of Instructor (for Extension of Incompletes)

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:

3651 6/00

Petition Instructions and Information for Students

Students may use the “General Academic Petition for Undergraduate Requirements” form to petition review of certain University academic regulations when extenuating circumstances exist; 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.

Any requests for extension of incompletes must be submitted within one year of when the course was taken, must include the instructor’s signature, and must provide an explanation of the extenuating circumstances justifying the extension of the time needed to complete the remaining coursework. Petitions for extension of incompletes are approved, as a rule, for only one additional term.

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 electronically of the decision on your petition.