



PETITION FOR EXCEPTION TO ACADEMIC POLICY

This petition cannot be used for actions covered under other procedures:

- For Change of Grade, see the course instructor
- For a grade appeal, refer to the Grade Appeal Policy
- If your request relates to requirements for your major, see the major advisor
- If your request is to repeat a course more than once or repeat a course for Audit, use the Exception to Academic Policy for Undergraduate Limit form

An exception to Academic Policy will be considered only in cases of demonstrated need and documented circumstances which support the potential for the student's future academic success.

Last Name: _____	First Name: _____	MI: _____	Student ID: _____
Street Address: _____		Telephone: _____	
City: _____	State: _____	Zip: _____	Email: _____
Expected Date of Graduation: _____		Major: _____	

This Petition applies to:

General Education Course Substitution/ Waiver*

Academic Renewal

Graduation Requirements

Exception to Undergraduate Limit Repetition of Courses (28 units)

Other: _____

Exception to Undergraduate Limit Course Withdrawal (18 units)

Required Attachments

It is your responsibility to help the committee understand your specific individual circumstance. Attach a statement explaining what action you are requesting including special circumstances and reasons that would support your request for an exception. Make your statement as specific as possible, including courses and/or semesters, dates, and names of people you have previously consulted. Provide documentation supporting your statements when possible.

*If your petition requests that a course taken here or elsewhere be accepted to meet a General Education requirement, attach a recommendation from the Chair of the CSULB department offering the course or similar courses, and a course syllabus.

Student Signature: _____ **Date:** _____

FOR DEPARTMENT USE ONLY

Course Instructor: _____	Date: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Department Chair: _____	Date: _____	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

FOR COMMITTEE USE ONLY – DO NOT WRITE BELOW THE LINE

Committee Action: _____ Granted Deny Pending

Signature: _____ Date: _____

Return this form to our office:
Visit our website to "Join the Queue"
Beach Central, Brotman Hall; 1st Floor Courtyard