



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 No Recommendation Deny

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 :

Three horizontal lines for petition details.

Signature of Instructor (for Extension of Incompletes)

Reason for petition:

Two horizontal lines for 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: Horizontal line for reporting name.

## **Instructions and Information for Students**

Students may petition for review of certain University academic regulations when unusual 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.

Extension of Incompletes must be submitted before the one year expires. An extension will be granted for only one additional year with instructor's signature.

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.