



General Petition

Office of the Registrar

1409 Walnut Grove Avenue, Rosemead California 91770

phone: 626.571.8811 fax: 626.571.1413

Use this form when petitioning for an exception to university policy. See the reverse for instructions. Incomplete petitions will not be processed.

STUDENT: _____ Student ID #: _____
Last/Family Name First Name Nick Name

Program: _____ ☐ Certificate ☐ BA ☐ MA/MBA/MDiv ☐ PhD ☐ Non-Degree

Phone #: _____ Email: _____ @my.uwest.edu

Address: _____

I hereby petition that _____

An exception to standard policy is warranted because (attach a separate sheet if additional space is needed) _____

Student Signature: _____ Date: _____

Required Approvals Check all that apply	Signers: Review, sign, date, and indicate approval/denial. Note comments below or attach separate document. An explanation is required for all denials.		
<input type="checkbox"/> Academic/Program Advisor	_____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Department Chair	_____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Chief Academic Officer	_____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Dean of Enrollment	_____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Dean of Student Affairs	_____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Controller	_____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Financial Aid Officer	_____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Residential Life	_____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<input type="checkbox"/> Other: _____	_____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Comments: _____

Registrar's Office Use Only:

_____ Approved

_____ Denied

Comments: _____

Signature: _____ Date: _____

Instructions

Students may petition for exception to university policy when unusual and extenuating circumstances exist. They must provide a clear statement and justification for the request as well as supporting documentation. Without this information, petitions will be denied. Filing guidelines for the most common exceptions requested are listed below. If your request does not fall into one of these categories, please ask for assistance from your advisor or the Registrar.

NOTE: this form is not used for the following issues:

Reinstatement from Academic or Administrative Dismissal – Submit a Petition for Program or Course Reinstatement

Grade Dispute – Submit a Grade Grievance Form

General Grievance – Submit a Student Grievance Form

Submitting the Petition

1. Fill out the form entirely and legibly.
2. State the request briefly but completely (attach additional documentation if applicable).
3. Obtain all required signatures.

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

Late Add

1. Provide valid reason for inability to add within proper time period. A valid reason is extenuating circumstances beyond the student's control.
2. Attach validated documentation for illness or other emergencies.
3. Failure to be aware of deadlines is not an acceptable reason.
4. Pay appropriate fees.
5. **Signers:** Advisor, Chair, Chief Academic Officer, Financial Aid.

Late Drop

1. Provide valid reason for inability to withdraw within proper time period. A valid reason is extenuating circumstance beyond the student's control.
2. Attach validated documentation for illness or other emergencies.
3. Failure to be aware of deadlines is not an acceptable reason.
4. Failure in a course is not an acceptable reason.
5. Pay appropriate fees.
6. **Signers:** Advisor, Chair, Chief Academic Officer, Financial Aid Officer.

Approval for Undergraduate Enrollment in Graduate Course

1. This option is open to students who have demonstrated academic ability and modeled exemplary behavior and maturity in the classroom and UWest community.
2. Must have achieved junior status with 75 degree-applicable units earned; minimum 3.0 cum gpa; 3.5 cum gpa in major courses. No more than two courses (6 units) at the graduate level may be applied to graduation.
3. Provide reason for request and explanation of why the exception to policy is appropriate.
4. **Signers:** Instructor, Student's Department Chair. Also Course Chair If course is offered by another department.

Overloads

1. Approval is required for undergraduates scheduling in excess of 18 credits and graduate students in excess of 9 credits.
2. This option is open to students in good standing only.
3. **Signers:** Advisor, Chair, Financial Aid Officer.

Payment Plan or Tuition Deferment

1. Reason requested:
 - a. Financial hardship: provide a written explanation of circumstances. If more room is needed attach another page. Please attach any additional supporting documentation that supports request.
 - b. Pending Financial Aid and/or Scholarship.
2. **Signers - Both 1a and 1b require the following:** Controller, Dean of Student Affairs, Financial Aid Officer.

Credit by Examination

1. Must have earned 12 graded units at UWest.
2. Provide specific course information including UWest course code/title
3. Provide explanation of what qualifies student to take the exam.
4. Pay exam fee (see catalog for details). Director of Accounts must acknowledge on form that fee was paid.
5. The maximum credit by examination allowed varies by degree level. Details are provided in catalog.
6. Credit granted will be noted as PASS on transcript.
7. Credit earned by examination does not apply toward the residence requirement for graduation.
8. **Signers:** Advisor, Chair, Controller.