

California State University, Long Beach

Enrollment Services

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.

Name:(Last, First MI) _____	Campus ID Number _____
Address _____	Telephone Number _____
City, State, Zip _____	Major _____
Anticipated Graduation Date _____	Email _____

This Petition applies to:

<input type="checkbox"/> General Education Course Substitution/Waiver	<input type="checkbox"/> Academic Renewal*
<input type="checkbox"/> Graduation Requirements	<input type="checkbox"/> Exception to Undergraduate Limit Repetition of Courses (28 units)*
<input type="checkbox"/> Other* _____	<input type="checkbox"/> 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 graduation requirement, attach a recommendation from the Chair of the CSULB department offering the course or similar courses.

Student Signature _____ **Date** _____

**Note: Some petitions may require a non-refundable \$10 late processing fee. Payment of this fee is not a guarantee that the request will be granted.*

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 _____