



\_\_\_\_\_

Last Name First Name Middle Initial

\_\_\_\_\_

Student ID Number

# WAIVER OF COLLEGE REGULATIONS PETITION

Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_ Major: \_\_\_\_\_

Select reason for petition: **See Instructions - Page Two**

**Course related petitions:**

Course: Term/Year \_\_\_\_\_ Prefix \_\_\_\_\_ Number \_\_\_\_\_ Section \_\_\_\_\_ Class No. \_\_\_\_\_ Units \_\_\_\_\_

Late add of course for current semester (**fees must be paid prior to courses being added**)

**Additional approval** by the Department of Graduate Studies will be needed if adding any of the following courses:

**890:** Culminating Experience Seminar, **892:** Supervised Field Internship, **893:** Written Creative Work, **894:** Creative Work Project, **895:** Field Study or Applied Research, **896 EXM:** Exam Option, **898:** Thesis, **998:** Dissertation.

Retro-addition of course for previous semester (**fees must be paid prior to courses being added**) w/grade of \_\_\_\_\_

Add a course already repeated, permit # \_\_\_\_\_

Change grading option  To Letter Grade  To CR/NC  To Audit

If applicable, change grade from \_\_\_\_\_ to \_\_\_\_\_

Extension of Incomplete Extend through (term & year) \_\_\_\_\_

Switch course from \_\_\_\_\_ to \_\_\_\_\_ Class Number \_\_\_\_\_

Variable course units from \_\_\_\_\_ to \_\_\_\_\_

**Other petitions:**

Retroactive Application for Graduation with additional \$5.00 fee (**personal check or money order only**)

Post-Grad Status (list courses) \_\_\_\_\_

Other: \_\_\_\_\_

My justification for this request is: *(Please specify clearly and attach supporting documentation when applicable)*

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Approve  Deny Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

Approve  Deny Date: \_\_\_\_\_

College Dean Signature: \_\_\_\_\_

Approve  Deny Date: \_\_\_\_\_

**Additional approval** by the Department of Graduate Studies will be needed if adding any of the following courses:

**890:** Culminating Experience Seminar, **892:** Supervised Field Internship, **893:** Written Creative Work, **894:** Creative Work Project, **895:** Field Study or Applied Research, **896 EXM:** Exam Option, **898:** Thesis, **998:** Dissertation .

**STUDENT - DO NOT WRITE BELOW THIS LINE**

Board of Appeals and Review/ Department of Graduate Studies:  Approved

Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WAIVER OF COLLEGE REGULATIONS PETITION GUIDELINES

Please refer to the following table to determine what signatures you need for your request

<b>Type of Request</b>	<b>Signatures Needed</b>
Late add of course for current semester	Instructor, Dept. Chair, College Dean
Retro-addition of course for previous semester	Instructor, Dept. Chair, College Dean
Enroll in course after maximum attempts	Instructor, Dept. Chair, College Dean
Change grading option	Instructor, Dept. Chair, College Dean
Extension of Incomplete	Instructor, Dept. Chair
Switch course prefix, section, or number	Instructor, Dept. Chair, College Dean
Late application for graduation	Student
Other	See Registrar