

# PETITIONS

Information about petitions and filing deadlines are available at Admin. 146. Forms to petition undergraduate requirements are available in major department and division offices, in the Advisement Center College of Business and Economics (Salazar Hall C256), and in the University Academic Advisement Center (Kennedy Library, Palmer Wing 1040A).

Type	Restrictions—Signatures	For Further Information
Immediate reinstatement from disqualification	For immediate reinstatement (disqualification from the quarter in which you are already in attendance), petition the appropriate college dean (chair of major department in College of Engineering and Technology; Advisement Center in College of Business and Economics, or if you have not selected a major the University Academic Advisement Center). Limit: one reinstatement.	Major department or division
*Dual enrollment	Notification of dual enrollment should be filed by students who intend to register for courses simultaneously at Cal State LA and an institution not with the CSU. Obtain recommendations and signatures as required on the form. For concurrent enrollment at CSU campuses, see the <i>General Information</i> section of this schedule.	Student Affairs 101 (323) 343-3901
*Extension of time to remove Incomplete	<i>Undergraduate students</i> Obtain the signatures of the instructor and the chair of the department/division that offers the course(s). Requires a compelling justification. <i>Graduate Students</i> Obtain the signatures of the instructor and the graduate dean or coordinator in the College or your major.	Major department or division
*General education	See your faculty adviser in your major department/division, Advisement Center in College of Business and Economics, University Academic Advisement Center for assistance in filling out and submitting petitions. Obtain signatures as required. Students seeking credit for transfer courses should consult with the Evaluations staff in the Admissions Office, Student Affairs 101, to determine whether credit can be awarded without petitioning.	Major department or division, UAAC
*General petitions	See your faculty adviser in your major department/division, Advisement Center in College of Business and Economics for assistance in filling out and submitting petitions.	Major department or division
*Graduate credit for work taken in undergraduate status	Obtain the signature of the graduate adviser in your major department/division, or from the Charter College of Education if you are requesting graduate credit for credential purposes.	Administration 146 (323) 343-3900
Courses numbered 900	Students must petition to register in a course numbered 900 in their major department/division if they have:  (1) exceeded the one-calendar year limit associated with the "SP" grading symbol for research units (course #597); or (2) previously enrolled in maximum allowable research units (597) or thesis or project units (599) but intend to use University facilities or consult with faculty.  To maintain residence requirements, graduate students not enrolled in credit-bearing course work must register for a "900" course two quarters out of four, including the quarter of degree award. For fee purposes, this class is considered equivalent to a one-unit course, although no academic credit is earned.  Students who elect comprehensive examinations are not permitted to enroll in "900" courses.	Major department or division or college graduate studies office

\*For action on these petitions during the current quarter, students should submit petitions no later than the end of the fourth week of the quarter. Petitions are reviewed by appropriate University committees that consider each petition on its own merits. Students are notified by mail of the action taken.