



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		Student ID No.	
	Last		
	First		
Address			Area Code ()
			Telephone Number
			Date
Cal State LA Email Address (This is the address your petition will be sent to.)			
Print Name of Major Adviser		Office Extension	
			Degree Major
			Have you applied for graduation? Yes <input type="checkbox"/> No <input type="checkbox"/>
			Term/Year

FOR G.E. COURSE SUBSTITUTION: (A separate petition must be submitted for each course substitution.)

Student's G.E. Catalog Date G.E. requirement (Block) for which student requests credit

Course: Abbreviation/Number/Title	Units	Semester Quarter	Grade	Institution where completed
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Cal State LA Course? Yes No ***If NO, attach course description**

Cal State L.A. Department/Division offering equivalent course	Signature and recommendation of Department/Division Chair offering equivalent course	Grant <input type="checkbox"/>	Deny <input type="checkbox"/>
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REASON FOR PETITION:

OTHER:
Be as specific as possible. Attach supporting documentation if appropriate. If an extension of incomplete is requested, state course name and number, term taken and obtain signature of course instructor below.

Course Name	Course No.	Term/Year
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I hereby petition to:

Signature of Instructor (for Extension of Incompletes)

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:

Petition Instructions and Information for Students

Students may use the "General Academic Petition for Undergraduate Requirements" form to petition review of certain University academic regulations when extenuating 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.

Any requests for extension of incompletes must be submitted within one year of when the course was taken, must include the instructor's signature, and must provide an explanation of the extenuating circumstances justifying the extension of the time needed to complete the remaining coursework. Petitions for extension of incompletes are approved, as a rule, for only one additional term.

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 electronically of the decision on your petition.