

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 quarter.

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.