## California State University, Los Angeles General Academic Petition for UNDERGRADUATE Requirements (Please read instructions before completing petition)

## Please Print:

						Student ID No.
Name	Last		First			
Address						Area Code ( ) Telephone Number
						Date
Email Address (This is the	e address your petition	will be sent	: to.)			
Name & Signature of Maj	or Adviser			Office Extensio	n	Degree Major
Adviser's Recommenda	tion No Recomme	Grant ndation		Deny		Have you applied for graduation? Yes D No
FOR G.E. COURSE	SUBSTITUTION:	(A separa	ate petit	ion must be submi	tted for e	each course substitution.)
Student's G.E. Catalog Da	e	G.E. requi	irement (	Block and Area/Then	me and Ai	rea) for which student requests credit
Course: Abbreviation/Num	per/Title		Units	Semester		Institution where completed
Note: If course NOT ta	ken at Cal State L./	A., please	provide	Quarter a photocopy of co	ourse de	escription from official school catalog.
						Grant 🗍 Deny 🗍
Cal State L.A. Department/Division offering equivalent course			Signature and recommendation of Dep offering equivalent course or Theme Co			partment/Division Chair
I hereby petition to:					n extens	ion of incomplete is requested, state course name and
					Signatu	re of Instructor (for Extension of Incompletes)
Reason for petition:						· · · · ·
COMMITTEE ACTIO	N					
Your petition was g Your petition was c No action was take	lenied.	le—Title 5	of Calif	ornia Code of Reg	ulations	☐ 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 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.