



# General Petition Form - University of the West

Name and mailing address of Petitioner: ID # \_\_\_\_\_ e-mail \_\_\_\_\_

Name \_\_\_\_\_ Dept./Major \_\_\_\_\_

Address \_\_\_\_\_ Daytime phone \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ Evening phone \_\_\_\_\_

I do hereby petition that \_\_\_\_\_

An exception to standard policy is warranted because \_\_\_\_\_

(Attach separate sheet if additional space is needed)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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If a petition is submitted without the below required signatures, it will be returned unanswered (see back for which signatures are required):

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Dean of Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Asst. Dean of Enrollment & Student Services \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Residential Life \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Director of FA \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Director of Accounts \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Student Life \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Registrar \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

(signers: please sign, date, mark approve or deny, and add any additional comments)

Comments: \_\_\_\_\_

\*\*\*\*\*  
Registrar Office Use Only: Your Petition has been \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**Instructions: University of the West Campus Petition Form – Registrar Office ~ 1409 N. Walnut Grove Ave. ~ Rosemead, CA 91770**

Students may petition for exception to university policy when unusual and extenuating circumstances exist. They must provide a clear statement and justification for the request as well as supportive documentation, without this information, petitions will be denied.

**Before you turn in your petition**

1. Fill out the form entirely and legibly.
2. State your request briefly, but completely (attach additional documentation if applicable).
3. Obtain all required signatures.
4. It is your responsibility to submit the petition to the Registrar's Office.

**Dismissal**

1. Students who are on probation and fail to raise their cumulative GPA within the specified time period by the Dean of Academic Affairs (by the end of the subsequent semester) are subject to dismissal. Extenuating circumstances may be taken into consideration on a case-by-case basis by the Dean of Academic Affairs
2. Signers: Advisor, Chair, Dean of Academic Affairs, FA, Student Life, Asst. Dean of Enrollment, Registrar

**Late Add**

1. Must have valid reason for inability to add within proper time period. A valid reason is extenuating circumstances beyond the student's control.
2. Must have validated documentation for illness or other emergencies.
3. FAILURE TO BE AWARE OF DEADLINES IS NOT AN ACCEPTABLE REASON.
4. Must pay appropriate fees.
5. Signers: Advisor, Chair, Dean of Academic Affairs, FA, Student Life, Asst. Dean of Enrollment, Registrar

**Late Drop**

1. Must have valid reason for inability to withdraw within proper time period. A valid reason is extenuating circumstance beyond the student's control.
2. Must have validated documentation for illness or other emergencies.
3. FAILURE TO BE AWARE OF DEADLINES IS NOT AN ACCEPTABLE REASON.
4. FAILURE IN A COURSE IS NOT AN ACCEPTABLE REASON.
5. Must pay appropriate fees.
6. Signers: Advisor, Chair, Dean of Academic Affairs, FA, Student Life, Asst. Dean of Enrollment, Registrar

**Overloads**

1. For undergraduate students seeking to take more than 18 credits and graduate students seeking more than 9 credits, you must have approval signature from the Dean of Academic Affairs.
2. Signers: Advisor, Chair, Dean of Academic Affairs, Registrar

**Payment Plan or Tuition Deferment**

1. Signers: All signers
2. Reason requested:
  - a. Financial hardship (you must write an explanation of circumstances. If more room is needed please attach any additional supporting documentation.
  - b. Pending Financial Aid and/or Scholarship
  - c. Both points 1a and 1b above must have the signatures of the following people: Registrar, Director of FA/Student Services and Director of Accounts.

**Credit by Examination**

1. Must have completed 12 graded units at University of the West.
2. Exam fee (see catalog for more details).
3. A maximum of 15 units may be completed through credit by examination. Graded on a P/NP basis only.
4. Credit by examination units do not apply toward the residence requirement for graduation.
5. Complete form (see university catalog for any additional attachments needed), must state which course and the credit of the course the credit by examination is for. Bursar must also acknowledge on form that fee was paid.
6. Signers: Advisor, Chair, Registrar, Bursar

*The President will sign in the absence of a Dean of Academic Affairs*