



General Petition

Office of the Registrar

1409 Walnut Grove Avenue, Rosemead California 91770

phone: 626.571.8811 / fax: 626.571.1413

Use this form when petitioning for an exception to university policy.

Instructions for common requests are provided on page two. If your request is not listed, contact the Registrar's Office for instructions.

Incomplete petitions will not be processed.

STUDENT: _____ Student ID #: _____
Last/Family Name First Name Nick Name

Program: _____ IEP Bachelor Master Doctorate Non-Degree

Phone #: _____ Email: _____ @my.uwest.edu

FULLY EXPLAIN THE EXCEPTION YOU ARE REQUESTING AND WHY YOU BELIEVE THE EXCEPTION IS APPROPRIATE.

Attach a word document to your submission if additional space is needed, as well as documentation, if applicable, that supports your request.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Required Approvals Check all that apply	<i>Signers: Review, sign, date, and indicate approval/denial. Include an explanation of all approvals and denials below, or attach separate document.</i>			
Academic/Program Advisor _____	Date _____	Approved	Denied	
Department Chair _____	Date _____	Approved	Denied	
Chief Academic Officer _____	Date _____	Approved	Denied	
Chief Student Affairs Ofcr _____	Date _____	Approved	Denied	
Accounting _____	Date _____	Approved	Denied	
Financial Aid _____	Date _____	Approved	Denied	
Residential Life _____	Date _____	Approved	Denied	
Registrar _____	Date _____	Approved	Denied	
Other: _____	Date _____	Approved	Denied	
Other: _____	Date _____	Approved	Denied	

Explanation of approval/denial:

Registrar's Office Use Only:

_____ Approved

_____ Denied

Comments: _____

Signature: _____ Date: _____

Instructions

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 supporting documentation. Without this information, petitions will be denied. Filing guidelines for the most common exceptions requested are listed below. If your request does not fall into one of these categories, please ask for assistance from the registrar.

NOTE: this form is not used for the following issues:

Reinstatement from Academic or Administrative Dismissal – Submit a Petition for Program or Course Reinstatement

Grade Dispute – Submit a Grade Grievance Form

General Grievance – Submit a Student Grievance Form

Completing the Petition

- A. Fill out the form entirely and legibly
- B. State the request briefly but completely (attach additional documentation if applicable)
- C. Obtain all required signatures

It is your responsibility to submit the signed petition to the Registrar's Office. No petition is valid until approved and submitted.

1_Late Add/Drop or Withdrawal

1. Provide valid reason for inability to withdraw within proper time period. A valid reason should indicate extenuating circumstance beyond the student's control.
 - a. Failure to be aware of deadlines is not an acceptable reason.
 - b. Having a failing grade after the drop deadline is not beyond the student's control and therefore not a valid reason.
2. Attach validated documentation for illness or other emergencies.
3. Pay appropriate fees.
4. **Signers:** Advisor, Chair, Chief Academic Officer or CESAO, Financial Aid Officer.

2_Approval for Undergraduate Enrollment in Graduate Course

1. This option is open to students who have demonstrated academic ability and modeled exemplary behavior and maturity in the classroom and UWest community.
2. Must have achieved junior status with 75 degree-applicable units earned; minimum 3.0 cum gpa; 3.5 cum gpa in major courses. No more than two courses (6 units) at the graduate level may be applied to graduation.
3. Provide reason for request and explanation of why the exception to policy is appropriate.
4. **Signers:** Instructor, Student's Department Chair, Course Chair if course is offered by another department.

3_Overloads

1. Approval is required for undergraduates scheduling in excess of 18 credits and graduate students in excess of 12 credits.
2. This option is open to students in good standing only.
3. **Signers:** Advisor, Chair, Financial Aid Officer.

4_Transfer Credit Preapproval

1. Students must obtain preapproval prior to enrolling in courses at other institutions if they plan on transferring that credit towards their UWest degree.
2. Course must meet UWest's published transfer credit guidelines.
3. Include name and location of institution offering course, published course code and title, and UWest requirement that the course will fulfill.
4. If approved, credit will be granted upon receipt of official transcript showing appropriate passing grade.
5. **Signers:** *Core curriculum:* Program Chair, Registrar.
General education and elective curriculum: Registrar.

5_Payment Plan or Tuition Deferment

1. Reason requested:
 - a. Financial hardship: provide a written explanation of circumstances. If more room is needed attach another page. Please attach any additional supporting documentation that supports request.
 - b. Pending Financial Aid and/or Scholarship.
2. **Signers - Both 1a and 1b require the following:** CFO, CESAO, Financial Aid Officer.

6_Credit by Examination

1. Must have earned 12 graded units at UWest.
2. Provide specific course information including UWest course code/title
3. Provide explanation of what qualifies student to take the exam.
4. Pay exam fee (see catalog for details). Director of Accounts must acknowledge on form that fee was paid.
5. The maximum credit by examination allowed varies by degree level. Details are provided in catalog.
6. Credit granted will be noted as PASS on transcript.
7. Credit earned by examination does not apply toward the residence requirement for graduation.
8. **Signers:** Advisor, Chair, CFO.