

Petition for Exception

Name _____ Date: _____

Student ID: _____ Phone: _____ Expected Grad Term: _____

E-mail Address _____ Have you applied to graduate? _____

Major/Area of Concentration/Emphasis &/or Minor _____

Instructions: This form is used to request an exception to a University policy or deadline. A separate form is available for course substitution requests. PLEASE NOTE: If the approved exception is for a major that requires an emphasis, the update will not be made until the required emphasis has been declared.

1. Please write legibly and attach any documentation necessary to support your request. Attach additional sheets as needed.
2. Fill out the "Request" and "Reason" sections and sign/date the form
3. Please sign and return to the Registrar's Office in the Enrollment Center, Sage Hall. You may also turn in this form via mail or e-mail to registrar@csuci.edu. Form will be routed for review on your behalf. Results will be sent to student e-mail.

Student's Request (*attach additional sheets if needed*):

Student's Reason (*attach additional sheets if need*):

Student's Signature _____ Date _____

Instructor / Advisor / Staff Comments & Recommendations:

Signature _____ Date _____

INTERNAL USE ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<p>Program Chair / Dean Comments & Recommendations:</p> <p>_____</p> <p>Signature _____ Date _____</p>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<p>University Registrar's Comments & Recommendation:</p> <p>_____</p> <p>Signature _____ Date _____</p>

Office Use Only- Registrar's Office

Processed by: _____ PS Update: _____ Student Notified: _____
(Staff Initials) (Date) (Date)