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 records.registration@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 needed):

Student’s Signature: __________________________________________ Date: __________________________

Instructor / Advisor / Staff Comments & Recommendations:

Signature: __________________________________________ Date: __________________________

INTERNAL USE ONLY

Program Chair / Dean Comments & Recommendations:

Approved: [ ]  Denied: [ ]  Signature: __________________________ Date: __________________________

University Registrar’s Comments & Recommendation:

Approved: [ ]  Denied: [ ]  Signature: __________________________ Date: __________________________

Office Use Only - Registrar’s Office

Processed by: ________ PS Update: ________ Student Notified: ________

(Staff Initials) (Date) (Date) Revised 04/19/2019