

The “Petition for Exception to University-Wide Requirements” may be used to request an exception as listed below and requires the appropriate signatures of faculty, deans, or directors, as noted. A \$10 fee must be paid at the Cashier’s Office before submitting this completed form to the Dean’s Office.

<u>Petitions Related To</u>	<u>Approval Signatures Required For Undergraduate Programs</u>	<u>Approval Signatures Required For Postbaccalaureate Programs</u>
Academic Renewal	Major Adviser and Director of Enrollment Services	NA
Catalog Year *	Major Adviser and Director of Enrollment Services	Program Coordinator and School/College Dean
Course adds after the 20 th day of instruction (census date) (A completed add form must be submitted with the petition)	Instructor of Record and School/College Dean and Director of Enrollment Services	Instructor of Record and School/College Dean and Director of Enrollment Services
Course drops after the last day of the term of enrollment ** (A completed Course/University Withdrawal form must be submitted with the petition)	Instructor of Record and School/College Dean and Director of Enrollment Services	Instructor of Record and School/College Dean and Director of Enrollment Services
ENGLISH requirement or Writing Proficiency requirement	English Dept. Chair and Director of Academic Resource Center University Writing Committee	NA
MATH requirement or Math Proficiency requirement	Math Dept. Chair and Director of Academic Resource Center	NA
Extension of time for “Incomplete” graded course work	Instructor of Record and Director of Academic Resource Center	Instructor of Record and School/College Dean
Extension of time for “RP” graded course work	Instructor of Record and School/College Dean	Instructor of Record and School/College Dean
General Education requirements	Major Adviser and Director of Academic Resource Center	NA
Major, minor, concentration, certificate and credential requirements	Department Chair and Director of Academic Resource Center	Program Coordinator and School/College Dean
Repeating Courses	Major Adviser and Director of Enrollment Services	NA
Transfer credit	Major Adviser and Director of Enrollment Services	Program Coordinator and School/College Dean
Winter Term requirements	Major Adviser and Director of Enrollment Services	NA

If you have questions regarding the appropriateness of this form for your particular request, please consult Enrollment Services in MSR-120, (209) 667-3264.

*A “Request for Leave of Absence” form must be completed for Catalog Year petitions that involve an exception to the continuous enrollment policy.
 ** Drops after the 20th day of instruction for a current term are filed on a “Withdrawal Form” and require the appropriate approvals as noted on the form.