California State University, Stanislaus
Enrollment Services

Student Petition for Exception to University-Wide Requirements

INSTRUCTIONS

- Pay the $10.00 processing fee via CashNet prior to emailing the completed form to the Dean's Office.
- Complete Part 1 and attach additional documentation if required
- See second page for appropriate signatures required to complete your request.
- Note: If electronic signature is unavailable, an email from the appropriate approver(s) will serve as consent.
- For questions regarding this form, please email Enrollment Services at registrar@csustan.edu

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PART I   Student Information

University ID # _____   Date _____

Name _____
                    Last   First   Middle

Major   _____   Email address _____

Phone # (_____) _____

Request and reason:

                    Student's signature _____   Date_____

PART 2   Recommendation on Petition

Advisor or Instructor   ☐ Approved   ☐ Denied
Comments

_____   Signature _____   Date _____
   Print Advisor or Instructor Name

Department Chair   ☐ Approved   ☐ Denied
Comments

_____   Signature _____   Date _____
   Print Department Chair Name

College Dean   ☐ Approved   ☐ Denied
Comments

_____   Signature _____   Date_____
   Print College Dean Name

PART 3   Action on Petition

Academic Advising in MSR 210 or Enrollment Services in MSR 120   ☐ Approved   ☐ Denied
Comments

_____   Signature _____   Date _____
   Print Academic Advising or Enrollment Service Name

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│ **CASHIER'S Use Only**   │
│ ☐ UG 320040000000   Date fee paid _____ │
│ ☐ GR 320100000000   Received by _____   │
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Petitions Related To	Undergraduate Programs	Postbaccalaureate Programs
Academic Renewal	Director of Enrollment Services	NA
Catalog Year	Major Advisor Director of Enrollment Services	NA
Course adds---after the last day to add A completed Late Add form must be submitted with the petition	Instructor of Record College Dean Director of Enrollment Services	Instructor of Record College Dean Director of Enrollment Services
Course drops---after the last day of the term A completed Course/University Withdrawal form must be submitted with the petition	Instructor of Record College Dean Director of Enrollment Services	Instructor of Record College Dean Director of Enrollment Services
Graduation Writing Assessment Requirement (GWAR)	WPST Coordinator Chair of University Writing Committee	NA
Extension of time for "Incomplete" graded course work	Instructor of Record Director of Academic Success Center	Instructor of Record College Dean
Extension of time for "RP" graded course work	NA	Instructor of Record College Dean
General Education requirements	Major Advisor Director of Academic Success Center	NA
Major, minor, concentration, certificate and credential requirements	Department Chair Director of Academic Success Center	Program Coordinator College Dean
Repeat Policy	Major Department Chair College Dean Director of Enrollment Services	NA
Repeating course(s) via transfer credit	Department of Repeated Course Director of Enrollment Services	Program Coordinator College Dean
Transfer Credit	Major Advisor Director of Enrollment Services	NA

If you have any questions regarding this form, please contact Enrollment Services in MSR 120 at (209) 667-3264

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