***Basic Guidelines for the use of:***

* ***Request for Course Substitution or Acceptance of Transfer Coursework Petition***
* ***General Academic Petition***
1. **Request for Course Substitution or Acceptance of Transfer Coursework Petition**

(Commonly called “Course Substitution Petition”)

* Used for direct course substitutions:
	+ Cal Poly Pomona Course for Cal Poly Pomona Courses.
	+ Transfer Course substitution of CPP course requirement.
		- Note: Please verify Transfer Credit Report to insure course being used for substitution is transferable.
		- Check Assist or TES to determine if petition is necessary, notification to TGA regarding articulated course may only be needed.
	+ International Course substitution of CPP course requirement.
		- Note: International petitions are forwarded to Admission’s International Advisors for processing; please include any attached documents along with petition. Registrar’s office does not handle International Transcripts or Coursework processing.
1. **General Academic Petition**
* Used for CPP course deviations in electives, emphasis, or career track areas.
	+ Note: Check with department on deviations from these areas, some departments have special forms for this or use the Advisor Request process.
* Used for official CSU ‘Study Abroad’ course substation of CPP course requirements.
	+ Additional explanation of course title, units, grade, quarter, etc. needed to identify the study abroad course used on CPP transcript.
	+ Note: Study Abroad courses not supported by the CSU Study Abroad program are treated as International Coursework and will need to be handled by the International Admission’s Advisors along with the submission of International Transcripts.
* Used to request enrollment in units beyond a course’s unit limit (ie. 499/400 Special Topic courses)
* Used for ‘Graduate Out of Residency’ undergraduate students.
* Extension of “I” or “RP” completion deadlines (MUST BE SUBMITTED BEFORE STATED DEADLINE)

***Additional Notes:***

* 1. If department determines petitions needs final approval from Academic Programs, check box on petitions identifying that petition needs to be forwarded to Academic Programs.
	2. Petitions may be returned to Department if:
		1. Student is not enrolled in course(s)
		2. Not transcript has been submitted (Domestic and/or International)
		3. Courses being substituted are ‘Non-Baccalaureate’.
		4. Petition missing student and/or department signatures.
	3. Please make sure student name, bronco number, and course information are clearly identifiable.
	4. These petitions are only used for Undergraduate Students; Graduate Students use “Graduate Academic Petitions” that require review and approval from the Graduate Studies Office and their Major Department (Graduate Coordinator).