

# Petition

- General Academic Petition (e.g. HRT Electives)
- Course Substitutions (e.g. For equivalency or GE sections)

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
GENERAL ACADEMIC PETITION  
Please Print or Type

NAME: FIRST, MIDDLE, LAST Telephone ( )

MAILING ADDRESS: STREET, CITY, STATE, ZIP

E-MAIL ADDRESS

MAJOR: OPTION IF ANY CATALOG CURRICULUM YEAR

I hereby petition to:

Reason for Petition:

**EVALUATOR USE ONLY.**

Approved  
 Not Approved

APPROVED PETITION MUST BE FORWARDED TO THE REGISTRAR'S OFFICE  
IF PETITION IS NOT APPROVED, RETURN TO STUDENT

MAKE A COPY FOR YOUR RECORDS

Rev. 10/14/04

<http://www.cpp.edu/~registrar/files/public/forms/GeneralAcademicPetition.pdf>

California State Polytechnic University, Pomona  
Request for Course Substitution or Acceptance of Transfer Coursework  
Registrar's Office

PLEASE COMPLETE HIGHLIGHTED AREAS, THEN PRINT THIS FORM, SIGN, DATE AND SUBMIT FOR SIGNATURES AS REQUIRED.

Student Name: Last, First, MI, Birth/ID Number, Tel. No. ( )

Mailing Address: C/P Email address @cppomona.edu

Curriculum Year: Plan/Major: Sub-plan/Option (if any): Expected Graduation Term/Year

Student Signature: Date

**Student:** If the course was not completed at Cal Poly Pomona, please attach a course description from the official school catalog/course syllabus. Indicate the requirement(s) for which this request pertains by checking the appropriate box(es).

**Satisfy:** CPP Courses (Dept. No./Course Title/Units) or GE Area with Courses (Dept. No./Course Title/Units) and Grades taken at CPP or Transfer Institution Name taken in Term/Year

**Reason:** Course content similar  Course units have changed  Course number change  Required course no longer offered  GE  Major Core  Support  Other  Ass. Cmt. Perm.  Amer. Inst.

If CPP required course is not in student's major department, then obtain signature from required course department. Otherwise submit directly to Advisor.

I recommend  I do not recommend  approval Signature of Dept. Chair of CPP Required Course: Print Name: Date

Reviewer comments:

**Major Department Chair and College Dean Approval:**

I recommend  I do not recommend  approval Advisor Signature: Print Name: Date

I approve  I do not approve  Department Chair: Print Name: Date

I approve  I do not approve  College Dean (or designee): Print Name: Date

**Transfer Course Equivalency Approval:** Complete this section if the transfer course approved for this student should be applied to all students with the same course. If completed, a transfer credit rule will be set up in PeopleSoft and will apply to all students.

Transfer Course's (Dept. No./Course Title/Units) taken at: Transfer Institution Name: CPP Courses (Dept. No./Course Title/Units):

Signature of Dept. Chair of CPP Course: Print Name: Date

Signature of College Dean (or designee) of CPP Course: Print Name: Date

**Academic Programs Approval:** This request must also be approved by the AVP, Academic Programs when block is checked by College Dean.

I approve  I do not approve  AVP, Academic Programs: Print Name: Date

THE APPROVED REQUEST MUST BE SENT TO THE REGISTRAR'S OFFICE, CLA BLDG., 2<sup>ND</sup> FLOOR FOR PROCESSING. IF NOT APPROVED AT ANY LEVEL, THIS REQUEST MUST BE RETURNED IMMEDIATELY TO THE STUDENT.

Rev. 10/2010

<http://www.cpp.edu/~registrar/files/public/forms/PetitionCourseSub.pdf>