

Graduate Academic Petition - For
Approvers Last Revised: 09/14/2026

Overall Approval Process and Routing

- Students log into PolyDoc using their Bronco credentials and submits their Graduate Academic Petition. Students need to manually enter their Academic Advisor's name and email and select a Graduate Petition Type.
- Students will receive an email receipt after submission.
- All petitions will go to the Academic Advisor first for approval, based on the student's manual entry.
- All petitions will then go to the Graduate Coordinator, Department Chair, and College Dean for approval based on the student's program.
- Each approver will receive an "Approval Required" email for each pending course request, including a link to the approval workflow.

Subject: **"New Graduate Academic Petition for Bronco# – FirstName LastName"**

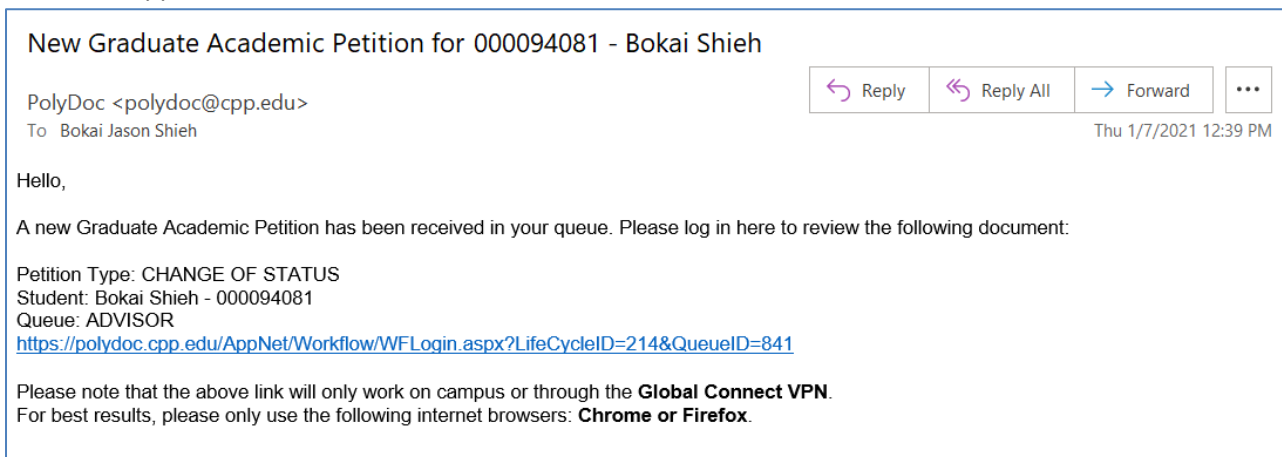
- All denials are final. All approvals will proceed to the next level.

Levels: **Academic Advisor -> Graduate Coordinator -> Department Chair -> College Dean**

- Graduate Petition Types for **Change of Status** and **Course substitution request** will require an additional level of approval from the Graduate Studies Office. **Transfer of Coursework for Degree Credit** and **Change of Curriculum Year** do not require this step.
- Students will receive an email after a final Approved or Denied decision is reached.
- All petitions will then go to the Registrar's Office for processing.
- Students will receive a final email after the Registrar's Office have finished processing.
- That's the end of the Graduate Academic Petition process.

How to Review and Approve Petitions

- Each approver will receive an "Approval Required" email for each pending petition, including a link to the approval workflow.



- If you're working from off-campus, make sure you're connected to the **Global Connect VPN** first. We also recommend using **Chrome or Firefox** to login.

For your PolyDoc login the first box should default to "AD", there is no need change it. For the second, please enter your username only, do not add @cpp.edu. It may appear capitalized, that's okay. For the third box, please still enter your password case-sensitive.

The screenshot shows the PolyDoc login page. At the top is the PolyDoc logo with "CAL POLY POMONA" and "Powered By OnBase®" below it. There are three input fields with icons: a computer icon for "AD", a person icon for "BJSHIEH", and a lock icon for the password field which contains dots. A blue "Login" button is at the bottom right.

- After login you should see a screen similar to the following.

OnBase Inbox

Drag a column header here to group by that column.

NAME	ENTRY DATE
GSO - CHANGE OF STATUS - 000094081 - BOKAI SHIEH - 1/7/2021 [ADVISOR]	1/7/2021 5:32:36 PM

No items to display

Items: 0 Template: None

Items: 1

☒ Advisor Approve ☐ Advisor Deny

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Graduate Academic Petition

Petition Information

Student Information

- Scroll down further to view the petition information and add any comments necessary. Make sure you click the **“Save Form”** button to save any changes necessary. The approver’s name, decision, and date buttons are meant to be read-only. They will be filled in automatically when you press a decision button.

Approvals

Graduate Coordinator

Coordinator Decision Coordinator Signature Date

Graduate Coordinator Comment

Department Chair

Chair Decision Chair Signature Date

Department Chair Comment

Save Form

- For petition type **Change of Status** and **Graduate Coordinators** approvers only, you will also need to enter the Effective Semester and check the box in the appropriate area.

Change of Status (to be completed by the Graduate Coordinator)

Effective Semester

☐ The above conditionally classified student has satisfied the conditions stated at the time of admission and is recommended for unconditional standing.

- When you're ready to enter a decision, Approvers just need to click the **"Approve"** or **"Deny"** buttons. This will automatically apply the decision and sign and date the form for the approver and route it to the next step of the process. Denials will require a **"Denial Reason"** which will be sent to the student.

OnBase

LIFE CYCLE VIEW [WORK FOLDER](#)

No items to display

Items: 0

Inbox

Drag a column header here to group by that column.

NAME

Contains...

ENTRY DATE

On...

GSO - CHANGE OF STATUS - 000094081 - BOKAI SHIEH - 1/7/2021 [CHAIR] 1/7/2021 5:3

Items: 1

Advisor Approve

Advisor Deny

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Graduate Academic Petition

Petition Information

- That's the end of the Graduate Academic Petition process for approvers.