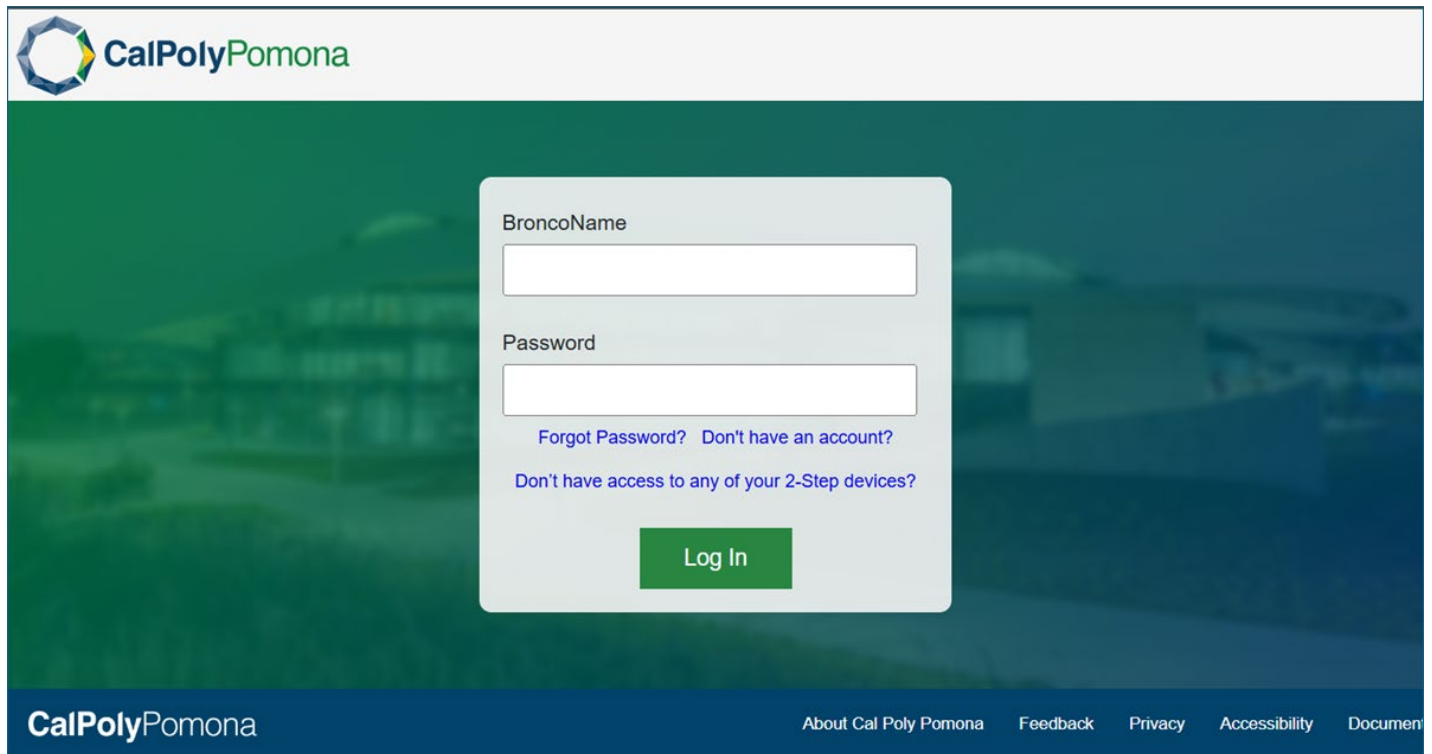


Poly Doc Graduate Academic Petition – For Graduate Students

Overall Approval Process and Routing

- Students log into [PolyDoc](#) using their Bronco credentials and submit their Graduate Academic Petition.



CalPolyPomona

BroncoName

Password

[Forgot Password?](#) [Don't have an account?](#)

[Don't have access to any of your 2-Step devices?](#)

Log In

CalPolyPomona

[About Cal Poly Pomona](#) [Feedback](#) [Privacy](#) [Accessibility](#) [Document](#)

- **Change of status:** To request to change from conditional to unconditional standing for the degree (to be completed by Graduate Coordinator).

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Graduate Academic Petition

Student Information

Bronco Number	First Name *	Last Name *	CPP Email Address *
Major *			
Option			
Purpose of Petition *			
CHANGE OF STATUS			

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.

Advisor

Please enter your Academic Advisor's Name and @CPP.EDU email address below. A valid CPP email address for the Advisor is required to route this form for the necessary review.

Advisor Name *	Advisor's whole @cpp.edu email address *

Submit

- **Course Substitution Request:** To request course substitutions for your program's curriculum for core courses or to request that electives be counted towards your degree requirements.

Purpose of Petition *

COURSE SUBSTITUTION REQUEST

Course Substitution Request

Overview: A Course Substitution Request is needed when a student cannot complete a CPP course that is required for their graduate program according to what is listed in the university catalog, and instead selects an eligible course that is outside of the approved curriculum to satisfy the requirement. When petitioning courses completed from another university, please file a [Request for Transfer of Coursework taken at other Schools](#).

Instructions: Please fill out this section to request to substitute one CPP course with another eligible CPP course.

Substitution Type *

☒ Major Required ☐ Major Electives

Example:

Satisfy CPP Course Subject and Number

BIC 5000

Course Title

Advanced Bicycling

Units

4

With CPP Course Subject and Number

YOG 5001

Course Title

Advanced Yoga

Units

5

Grade

B

Term Taken

FALL

Year

2023

Your Courses:

Satisfy CPP Course Subject and Number *

Course Title *

Units *

With CPP Course Subject and Number *

Course Title *

Units *

Grade *

Term Taken *

waiver

Year *

State explanation/reason for course substitution(s): *

Purpose of Petition *

COURSE SUBSTITUTION REQUEST

Course Substitution Request

Overview: A Course Substitution Request is needed when a student cannot complete a CPP course that is required for their graduate program according to what is listed in the university catalog, and instead selects an eligible course that is outside of the approved curriculum to satisfy the requirement. When petitioning courses completed from another university, please file a **Request for Transfer of Coursework taken at other Schools**.

Instructions: Please fill out this section to request to substitute one CPP course with another eligible CPP course.

Substitution Type *

☐ Major Required ☒ Major Electives

Example:

CPP Course Subject and Number	Course Title	Units	Grade	Term Taken
YOG 5001	Advanced Yoga	5	B	FALL

Year

2023

Your elective course(s) to be counted towards degree:

CPP Course Subject and Number *	Course Title *	Units *	Grade *	Term Taken *
		waiver		

Year *

State explanation/reason for elective(s) to be counted towards degree: *

- **Request for Transfer of Coursework taken at other Schools:** A Request for Transfer of Coursework taken at other Schools is needed when a student wants to transfer in a non-CPP course completed from another university to fulfill a degree requirement at CPP.

Purpose of Petition *

REQUEST FOR TRANSFER OF COURSEWORK TAKEN AT OTHER SCHOOLS ▼

Request for Transfer of Coursework taken at other Schools

Overview: A Request for Transfer of Coursework taken at other Schools is needed when a student wants to transfer in a non-CPP course completed from another university to fulfill a degree requirement at CPP. Transfer units may not exceed 30% of the total number of units in the program (e.g. 9 semester units for 30-unit programs). Units may not have been used to meet the requirements of any other baccalaureate degree program. Official transcripts from other institutions must be submitted to the Admissions Office prior to submitting the petition for approvals.

Instructions: Fill out this section to request to substitute one CPP course with a course completed from another university (i.e. a transfer course).

Example:

Institution	Course Subject	Course #	Course Title	Units	Grade	Term Taken	Year Taken
Previous University	YOG	5001	Advanced Yoga	5	B	FALL	2023

I request the following course(s) to be transferred to my degree:

Institution *	Course Subject *	Course # *	Course Title *	Units *	Grade *	Term Taken *	Year Taken *

Institution	Course Subject	Course #	Course Title	Units	Grade	Term Taken	Year Taken

Institution	Course Subject	Course #	Course Title	Units	Grade	Term Taken	Year Taken

Which degree requirement is this fulfilling at CPP? *

☒ Major Required Course ☐ Major Elective Course

Example:

CPP Course Subject	Course #	Course Title	Units
BIC	5000	Advanced Bicycling	4

Your Major Required Course(s):

CPP Course Subject *	Course # *	Course Title *	Units *

CPP Course Subject	Course #	Course Title	Units

CPP Course Subject	Course #	Course Title	Units

Advisor

Please enter your Academic Advisor's Name and @CPP.EDU email address below. A valid CPP email address for the Advisor is required to route this form for the necessary review.

Advisor Name *	Advisor's whole @cpp.edu email address *

Purpose of Petition*

REQUEST FOR TRANSFER OF COURSEWORK TAKEN AT OTHER SCHOOLS ▼

Request for Transfer of Coursework taken at other Schools

Overview: A Request for Transfer of Coursework taken at other Schools is needed when a student wants to transfer in a non-CPP course completed from another university to fulfill a degree requirement at CPP. Transfer units may not exceed 30% of the total number of units in the program (e.g. 9 semester units for 30-unit programs). Units may not have been used to meet the requirements of any other baccalaureate degree program. Official transcripts from other institutions must be submitted to the Admissions Office prior to submitting the petition for approvals.

Instructions: Fill out this section to request to substitute one CPP course with a course completed from another university (i.e. a transfer course).

Example:

Institution	Course Subject	Course #	Course Title	Units	Grade	Term Taken	Year Taken
Previous University	YOG	5001	Advanced Yoga	5	B	FALL	2023

I request the following course(s) to be transferred to my degree:

Institution*	Course Subject*	Course #*	Course Title*	Units*	Grade*	Term Taken*	Year Taken*

Institution	Course Subject	Course #	Course Title	Units	Grade	Term Taken	Year Taken

Institution	Course Subject	Course #	Course Title	Units	Grade	Term Taken	Year Taken

Which degree requirement is this fulfilling at CPP?*

☐ Major Required Course ☒ Major Elective Course

Advisor

Please enter your Academic Advisor's Name and @CPP.EDU email address below. A valid CPP email address for the Advisor is required to route this form for the necessary review.

Advisor Name*	Advisor's whole @cpp.edu email address*

- **Request a Change of Curriculum Year:** Students can file this petition to request a change in their curriculum year to fulfill graduation degree requirements. Students should only submit the Curriculum Year Change request within the academic year that they are graduating, and after consulting with their advisor.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Graduate Academic Petition

Student Information

Bronco Number	First Name *	Last Name *	CPP Email Address *
Major *			
Option			
Purpose of Petition *			
CHANGE OF CURRICULUM YEAR			

Change of Curriculum Year

Current Curriculum Year You are Following:

Instructions: Students should only submit the Curriculum Year Change form within the academic year that they are graduating. If you are not planning to graduate in this academic year, please wait to submit this form until a future term. This petition is for master's and EdD programs only.

In determining your graduation requirements, you have three choices. You may elect to:

- Meet the degree requirements listed in the University Catalog at the time you were first admitted to your program
- Meet the degree requirements in the University Catalog at the time of graduation.
You must apply for graduation prior to submitting this petition.
- Returning graduate students (those that have reapplied to the university) with less than 6 semester units towards degree completion may elect to graduate in the original curriculum year.

Please select your choice from the list below (required): *

- ☐ Curriculum year at the time of admission to your program
☐ Curriculum year at the time of graduation
☐ Original curriculum year as a returning student

Advisor

Please enter your Academic Advisor's Name and @CPP.EDU email address below. A valid CPP email address for the Advisor is required to route this form for the necessary review.

Advisor Name *	Advisor's whole @cpp.edu email address *

Submit

- Students need to manually enter their Academic Advisor's name and correct email. Note that an incorrect email address will prevent the form to be delivered to the right person.
- Students will receive an email receipt after they click on "**Submit**."
- All petitions will go to the Academic Advisor for initial approval.
- All petitions will then get forwarded automatically to the Graduate Coordinator, Department Chair, and College Dean for approval based on the student's program.

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. **Request for Transfer of Coursework taken at other Schools** does not require Graduate Studies Approval and will be routed to the Registrar's Office after the College Dean signs.
- 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 need to allow time for processing for all parties to review and decide.

To request to waive an internship requirement (e.g., MPA students who need to request to waive an internship course):

1. In the Your Courses Section, “satisfy CPP course subject and number,” enter course prefix/Course Subject/number, course title and units of the internship course you are requesting to waive.
2. In the “with cpp course subject and number” section, enter in “waived” in course dept. field, course number, course title, and term/year taken. Enter the units. Please see example below.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Graduate Academic Petition

Student Information

Bronco Number	First Name *	Last Name *	CPP Email Address *
Major *			
MASTER OF PUBLIC ADMINISTRATION			
Option			
Purpose of Petition *			
COURSE SUBSTITUTION REQUEST			

Course Substitution Request

Overview: A Course Substitution Request is needed when a student cannot complete a CPP course that is required for their graduate program according to what is listed in the university catalog, and instead selects an eligible course that is outside of the approved curriculum to satisfy the requirement. When petitioning courses completed from another university, please file a Request for Transfer of Coursework taken at other Schools.

Instructions: Please fill out this section to request to substitute one CPP course with another eligible CPP course.

Substitution Type *

☒ Major Required ☐ Major Electives

Example:

Satisfy CPP Course Subject and Number	Course Title	Units		
BIC 5000	Advanced Bicycling	4		
With CPP Course Subject and Number	Course Title	Units	Grade	Term Taken
YOG 5001	Advanced Yoga	5	B	FALL
Year				
2023				

Your Courses:

Satisfy CPP Course Subject and Number *	Course Title *	Units *		
MPA 5410	Internship	3		
With CPP Course Subject and Number *	Course Title *	Units *	Grade *	Term Taken *
waived by MPA faculty	waiver	waiver	waiver	waiver

State explanation/reason for course substitution(s): *