Poly Doc Graduate Academic Petition – For Graduate Students

Overall Approval Process and Routing

• Students log into <u>PolyDoc</u> using their Bronco credentials and submit their Graduate Academic Petition. Please note that to log into PolyDoc a campus VPN may be required.



• Waive residency requirement: to request to waive residency if not enrolled the semester of graduation. Student needs to provide justification for not being enrolled the semester of graduation as university requires graduate students to be enrolled at the time of graduation.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Graduate Academic Petition

| tudent Information |
|---|
| Bronco Number First Name* Last Name* CPP Email Address* |
| fajor * |
| Dption 🔽 |
| Purpose of Petition* VAIVE RESIDENCY REQUIREMENT |
| /aive Residency Requirement |
| Proposed Graduation Semester* |
| ast Term of Enrollment* |
| Degree Requirements to be completed (list courses) * |
| |
| Reasons for requesting a waiver of residency* |
| dvisor |
| 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 eview. |
| Advisor Name* Advisor's whole @cpp.edu email address* |
| |

Submit

• **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

| Bronco Number First Name | Last Name* | CPP Email Address * |
|--|-----------------------------------|--|
| Major* | | • |
| Option | | |
| Purpose of Petition* CHANGE OF STATUS | | |
| | | |
| change of Status (to be c | ompleted by the Graduate | Coordinator) |
| | ompleted by the Graduate | Coordinator) |
| Effective Semester | | Coordinator) ditions stated at the time of admission and is recommended for unconditional |
| Effective Semester | | |
| Effective Semester | ied student has satisfied the con | |

Submit

• **Modification to a program of study**: to request course substitutions on your program of study (contract), your degree progress report, and/or correct any errors for your program of study (e.g., course title, units).

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Graduate Academic Petition

| pr* on on </th <th>nco Number First Na</th> <th>ame*</th> <th>Last Name *</th> <th>CPP Email Address*</th> <th></th> <th></th> <th></th> <th></th> | nco Number First Na | ame* | Last Name * | CPP Email Address* | | | | |
|--|------------------------------|--------------------|------------------------------|--------------------------|-------------------|--|--------------------|--------------------|
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| Iffication to a Program of Study se fill out this section to indicate course substitution(s) and/or correct any errors on your program of study (e.g., course title, units) It is the course that is now in the contract. Then list the course you have taken that you want to use to substitute or modify the course on contract. mple: Contract Course Substitute Course Substitute Course Substitute Course Course Dept Number Substitute Course Course (s) Course Title Contract Course Title Units Substitute Course Title Course Dept Number Course Title Course Course Explanation/reason for course sub | pose of Petition* | | 10 | | | | | |
| se fill out his section to indicate course substitution(s) and/or correct any errors on your program of study (e.g., course title, units) t list the course that is now in the contract. Then list the course you have taken that you want to use to substitute or modify the course on contract. mple: Course Dept Number Course Title Units Substitute Course Course Title Term Taken Year Units Substitute Course Dept Number Course Title Term Taken Year Units Course Dept Course Title Course Title Course Title Course Course Title Course Title Course Course Title Course Course Title Term Taken Year Units Course Dept Course Dept Course Title Course Title Course Course Course Course Title Course C | DIFICATION TO A PROC | GRAM OF STUDY | * | | | | | |
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| | | | Advisor s writtle @cpp | .ouu eman auuress | | | | |

• **Transfer of Coursework for Degree Credit**: To transfer coursework from another accredited institution or transfer in courses students petitioned for graduate credit as an undergraduate, or courses through Extended University after having completed the bachelor's degree.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Graduate Academic Petition

| Student Information | | | | | | |
|---|---------------------|---|-----------------------------|--|---|--|
| Bronco Number First Name* Las Major* Control C | st Name* | CPP Email Address* | | | | |
| Purpose of Petition * TRANSFER OF COURSEWORK FOR DEGREE CREDIT | | • | | | | |
| Transfer of Coursework for Degree Credit | | | | | | |
| baccalaureate degree. Students can transfer in courses they pe Admissions Office. | atitioned for gradu | uate credit as an undergrad, or course: | not have be s through E: | en used to meet the require tended University after hav | ments of any other baccalaureate degree program and must have bee ing completed the bachelor's degree. Official transcripts from other in: | en completed after earning the titutions must be submitted to the |
| Official transcripts from other institutions must be submitted to t I request the following course(s) to be transferred in my Master | | mee prior to submitting this form. | | | | |
| Example: | | | | | | |
| Institution Course Dept Previous University YOG | | Course Title Advanced Yoga | Units 5 | Term & Year Taken SPRING 2019 | Intended Degree Requirement Substitution at CPP BIC 5002, Two Wheel Bicycling | Units 5 |
| Your <u>transfer</u> course(s) | | | | | | |
| Institution* Course Dept* | Course #* | Course Title* | Units* | Term & Year Taken* | Intended Degree Requirement Substitution at CPP* | Units* |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Advisor | | | | | | |
| Please enter your Academic Advisor's Name and @CPP.EDU e Advisor Name* Advi | | ow. A valid CPP email address for the . op.edu email address * | Advisor is re | equired to route this form for | the necessary review. | |

Submit

• **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 A | ddress * |
| 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 please wait to submit this form until a future term. This petition is for master's and EdD | academic year that they are graduating. If you are not planning to graduate in this academic year, 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 w Meet the degree requirements in the University Catalog at the time of graduatic | |
| You must apply for graduation prior to submitting this petition. Returning graduate students (those that have reapplied to the university) with le curriculum year. | ss than 6 semester units towards degree completion may elect to graduate in the original |
| 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 v | alid CPP email address for the Advisor is required to route this form for the necessary review. |
| Advisor Name * Advisor's whole @cpp.edu email a | ldress* |
| 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 Waive Residency Requirement, Change of Status, and Modification to a Program of Study will require an additional level of approval from the Graduate Studies Office. Transfer of Coursework for Degree Credit 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, enter course prefix in Contract/Course Dept.field, course number, course title, and units of the internship course you are requesting to waive.
- 2. In the Substitute section, enter in "waived" in course dept. field, course number, course title, and term/year taken. Enter the units. Please see example below.

| Modification to a | Program | of Study | | | | | | | |
|---------------------------------|--|------------------------------------|------------------|--------------------------------------|----------------------------|--------------------------------|--------------------|----------------------|--|
| Please fill out this sect | tion to indica | ate course substitution(s) and/o | r correct any er | rrors on your progra | am of study | (e.g., course title, units) | | | |
| First list the course t | hat is now | in the contract. Then list the | course you ha | we taken that you | want to us | se to substitute or modify the | course on con | tract. | |
| Example: | | | | | | | | | |
| Contract Course Dept BIC | processing in the local division of the loca | Course Title Intro to Bicycling | Units | Substitute Course Dept YOG | Course Number 5001 | Course Title Advanced Yoga | Term Taken | Year Units 2019 5 | |
| Your Course(s) | | | | | | | | | |
| Contract Course Dept* MPA | Course Number 5410 | Course Title * | Units 3 | Substitute Course Dept* waived | Course Number waivec | | Term Take waive | | |
| | | | | | | | • | | |
| | | | | | | | | • • | |
| | | | | | | | | | |
| | | | | | | | | | |
| State explanation/rea | ason for co | urse substitution(s) or modifi | ication(s) * | | | | | | |