

## Common Petitions and Forms

**\*information on other petitions/forms can be found on the Registrar's website\***

- Change of Major or Option E-Form
  - a. If you would like to change majors **within** the Biological Sciences (e.g. change from Biotechnology to General Biology or Environmental Biology, etc.)
    1. Visit the [BIO Department Advising website](#).
    2. Fill-out the "**Department Advising Form**".
    3. Send to [bio\\_advisor@cpp.edu](mailto:bio_advisor@cpp.edu).
    4. If the advisor signs it you can go to the [Registrar's website](#).
    5. Under "Forms" choose "View Forms" then "Registration/Records Forms" and find "Change of Major or Option Form (E-Form)".
    6. Fill-out the necessary information and upload the signed Department Advising Form.
    7. It will go to another set of advisors to approve then move on to our Chair of the Department and so on. Any enquiries about the petition once you've submitted all the required documents will have to be directed to the Registrar's Office.
  - b. If you would like to change majors or declare a minor related to a different department → contact that relevant department for their requirements. Then follow #4-7 above.
  - c. If you would like to drop a minor see "Request to Drop Minor Program (E-form)". You can initiate this form on your own.
- Course Substitution or Acceptance of Transfer Coursework
  - a. If you have a course that you think should fulfill a certain requirement but has not due to it transferring over incorrectly or not having an official articulation agreement on assist.org (e.g. your BIO class came transferred over as BIO 1150/L instead of BIO 1210/L or your Organic Chemistry did not get credited for, etc.).
    1. Gather your evidence that your class should count for the area you are claiming (e.g. transcripts, course description, syllabus, articulation agreement from assist.org, etc.).
    2. If it is related to a course outside of the BIO Department, contact the relevant department first to get approval from them before e-mailing [bio\\_advisor@cpp.edu](mailto:bio_advisor@cpp.edu).
    3. Once you email us, we can initiate the petition(s) on our end.
    4. You will receive a separate e-mail for each petition if you had more than one course that needed the petition. This email will direct you to upload documents, etc.
    5. Then it will go off to the relevant advisors and Chair to be approved. Any enquiries about the petition once you've submitted all the required documents will have to be directed to the Registrar's Office.
- General Academic Petition E-Form
  - a. If you have AP credit that didn't get accounted for or if you need a course moved from one area to fulfill another (e.g. move course from "Courses Not Used" to relevant area, designate courses from Non-Emphasis Electives to Emphasis Electives, etc.).
    1. Email [bio\\_advisor@cpp.edu](mailto:bio_advisor@cpp.edu) and explain your issue thoroughly.
    2. The department advisor will initiate the petition.
    3. You will receive a confirmation e-mail of the petition and courses being petitioned.
    4. This will be sent to other departments for approval. Any enquiries about the petition once it is initiated will have to be directed to the Registrar's Office.
- Grade Forgiveness Through Course Repetition
  - a. Please refer to the Academic Policies found in the University Catalog. Grade Forgiveness is now applied automatically.
- Petition to Exceed Unit Cap E-Form
  - a. **Should be submitted during Add/Drop period only. Students** must obtain a permission number from the class instructor if the class is full. If the class has a requisite or requires special consent, contact the department coordinator. This petition can be initiated by the student on your own.