

Academic Petitions Overview (As of August 7, 2020)

NOTE: All petitions are student-initiated unless otherwise stated.

Petition Type	Definition and Use	E-Form or Paper	Location
Course Substitution or Acceptance of Transfer Coursework Request	To be used when work completed in a class at a previous institution is comparable to a course at CPP. The form is advisor-initiated, and the student will need to provide a course description or course syllabus. This form should also be used for a substitution for coursework taken at CPP.	E-Form (*NEW) *Must be initiated by an advisor	Registrar's Website
General Academic Petition (GAP)	To be used ONLY when discrepancies cannot otherwise be addressed by a course substitution form.	E-Form (*NEW)	Registrar's Website
Petition to Waive Restrictions on Course Repeats	To be used when students wish to repeat a course in which they have already received a "C" or better, OR if a student wishes to retake a course for a fourth time.	E-Form (*NEW)	Registrar's Website
Petition to Exceed Unit Cap	To be used during the Add/Drop Period when students want to increase their unit load over 18 units.	E-Form (*NEW)	Registrar's Website
Schedule Conflict Override Petition	To be used when meeting times for two classes overlap, and the student has permission to attend both.	DocuSign Form (*NEW)	Registrar's Website
Request to Delay Graduation Form	To be used when a student has an extenuating circumstance for not graduating in a particular term.	E-Form (*NEW)	Registrar's Website
Withdrawal for Serious and Compelling Reasons	Students with compelling reasons to withdraw after the 20th day through the 12th week of instruction must complete this form. After week 12, students will need to visit the BAC to explore options.	E-Form	OSS Website

Grade Appeal	To be used when a student feels they can demonstrate that the grade reported by the instructor does not reflect the quality of evaluated work submitted in class.	E-Form	OSS Website
Retroactive Withdrawal	To be used to petition a student's withdrawal from all classes in one or more terms after those terms have ended. Students who received F or WU grades in ALL coursework taken those terms, and have compelling reasons are eligible to apply.	E-Form	OSS Website
Leave of Absence Form	To be used when students find it necessary to break enrollment for more than one term for professional or academic opportunities, medical, and financial reasons.	E-Form	Registrar's Website
Curriculum Year Change Request Form	To be used when a student wants to change their catalog requirements at the time of graduation.	E-Form	Registrar's Website
Change of Major or Option Form	To be used when a student wants to change or declare a major or option.	E-Form	Registrar's Website
Optional CR/NC Grading Request (non-Spring 20)	To be used when a student elects to be graded on a CR/NC basis in courses that are designated by the Catalog as approved for optional grading.	E-Form	Registrar's Website
GWT Waiver	To be used when a student has attempted the GWT at least three times as well as received tutoring from the LRC. The GWT waiver may also be used for students who completed CPU 4010 but did not pass.	Fillable PDF <i>(hidden for now)</i>	OSS Website
Credit by Examination Form	To be used when a regularly enrolled student wants to obtain university credit for subject matter in which they are especially qualified through nontraditional education or experience.	Fillable PDF	Registrar's Website
Minor Course Substitution Request	<i>(formerly Minor Program Course Approval)</i> A student may use a Minor Program Course Approval form when they need to substitute a required minor course.	Fillable PDF	Registrar's Website
Grade Extension Petition	<i>To be used when an extension for the Incomplete ("I") or Report In Progress ("RP") grade is needed after the deadline. This petition must be initiated by the instructor of record.</i>	Fillable PDF	Registrar's Website