

CALIFORNIA LUTHERAN UNIVERSITY
UNDERGRADUATE/ Bachelor's Degree for Professionals
PETITION FORM

**FOLLOW INSTRUCTIONS ON
REVERSE OF THIS FORM**

TO REGISTRAR:

Name and Mailing Address of Petitioner:

Name: _____

ID# _____

Address/ Campus Box: _____

Address/ Campus Box: _____

Daytime Phone: _____

Evening Phone: _____

TO THE PETITIONS COMMITTEE:

Date: _____

I do hereby petition that _____

Reason for request: _____

(Attach separate sheet if additional space is needed)

Signature: _____

RECOMMENDATION OF ADVISOR:

I recommend this petition be _____ approved _____ denied Date: _____

Reason for the above recommendation: _____

Signature: _____ Print Name: _____ Ext. _____

RECOMMENDATION OF INSTRUCTOR OF THE COURSE OR DEPARTMENT CHAIR (AS APPROPRIATE):

I recommend this petition be _____ approved _____ denied Date: _____

Reason for the above recommendation: _____

Last Add/Drop: Student Began Attending _____ Stop Attending _____

Signature: _____ Print Name: _____ Ext. _____

REPORT OF ACTION ON PETITION:

Petition Committee action: _____ approved _____ denied _____ Deferred

Remarks: _____

Signature: _____

Date: _____

INSTRUCTIONS FOR FILING A PETITION

You may petition for exception to university policy when unusual and extenuation circumstances exist. You must provide a clean statement and justification for the request as well as supportive documentation. Without this information, petitions will be denied.

Before you turn in your petition:

- 1. State your request briefly, but completely**
- 2. Obtain all required signatures. An advisor's signature is always required.**

It is your responsibility to submit the petition to the Registrar's Office.

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