

California State University, Long Beach

Office of Graduate Studies

PETITION FOR EXCEPTION TO ACADEMIC POLICY

An exception to Academic Policy will be considered only in cases of demonstrated need and documented circumstances, which support the potential for the student's future academic success.

Student Name: (Last, First): _____ Campus ID Number: _____

College of: _____ Department : _____ Major: _____

Student Program GPA: _____ Student Cumulative Post Baccalaureate GPA: _____

Has there been a previous exception request submitted for this student? Yes _____ No _____

Please select one of the categories and select the specific code from the drop down menu. *See page 2 for exception code and additional description.

Admission Exception:

Graduation Exception Code:

Academic Progress Code:

Other:

The following items are required in order to understand the student's specific circumstance.

1. Attach the Degree Planner mapping completed course requirements and a plan for remaining course requirements. You may also include unofficial transcripts.
2. Provide documentation supporting your statements when indicated.

FOR GRADUATE ADVISOR USE ONLY

Graduate Advisor name: BO FU _____

Extension: _____

Graduate Advisor Signature: _____

Date: _____

Rationale for exception:

FOR GRADUATE ASSOCIATE DEAN USE ONLY

Associate Dean name: _____

Signature: _____ Date: _____

Comments:

FOR DEAN OF GRADUATE STUDIES

Dean of Graduate Studies name: Jody Cormack _____

Signature: _____ Date: _____

Comments:

California State University, Long Beach

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PETITION FOR EXCEPTION TO ACADEMIC POLICY**INSTRUCTIONS FOR COMPLETING THE PETITION FOR EXCEPTION TO ACADEMIC POLICY**

1. **The Graduate Advisor is to complete the form, attach the appropriate documentation and send to the Associate Dean of the College to be reviewed, approved, and signed.**
2. **If the Associate Dean approves the petition, the form will need to be forwarded to the Dean of Graduate Studies for review, approval and signature.**
3. **Please be advised that once a request is received by the Dean of Graduate Studies, it can take 1-2 weeks to be evaluated and decided on. The Associate Dean and Graduate Advisor will be notified via e-mail of the Dean of Graduate Studies's decision within 1-2 weeks of receipt of request.**

Description of petition options:**1. Admission:**

- a. Admission by Special Action of student that does not meet minimum University requirements
- b. Extend Conditional Classified status beyond 2 semesters
- c. Re-admit disqualified student
- d. Permission to admit a student to a Concurrent Master's degree

2. Graduation Exception

- a. Cumulative GPA is below 3.0
- b. Exempt number of units required for degree **(not to fall below 30 minimum)**
- c. Double count coursework between certificate and degree above 15 units
- d. Less than 50% of units for degree are completed in courses structured for grad students, 400/500 level courses.
- e. Less than 70% of units required for the degree in courses at the 500/600 levels
- f. More than 30% of required units taken as transfer coursework (in CCPE)
- g. Approval to take additional repeats based on how many times a student can take special topics
- h. Course revalidation

3. Academic Progress:

- a. Advancement to Candidacy based on program GPA
- b. Extend academic probation
- c. Late GS 700 enrollment
- d. Permission to change culminating project after advancement
- e. Request to advance and graduate the same semester
- f. Switch option/specialization within a degree

Exception requests for the following will not be approved:

- Program GPA is less than 3.0
- Less than 30 units for a Master's degree
- Transfer of credit from undergrad degree that was not previously reserved
- Admission GPA less than 2.5
- For Change of Grade, see the course instructor
- For a grade appeal, refer to the Grade Appeal Policy
- Switching degree programs (Student must re-apply)