

GENERAL PETITION FORM

The General Petition form is required whenever an exception is made to an academic or registration policy. All policies are published in the [Academic Catalog](#).

Please complete this form in its entirety and submit it to the Office of the Registrar at Registraroffice@pacificoaks.edu. Incomplete or illegible forms will delay the review of your petition.

Supplementary forms may be required. Please confirm whether additional documents are required **before** submitting the General Petition. Incomplete requests will delay the review of your petition.

Approval is not guaranteed.

SECTION I: STUDENT INFORMATION (To be completed by the Student)

Name:		Student ID #:	
PO Email:		Phone:	
Address:			
City:	State::	Zip Code:	
Faculty Advisor Name:			
Current Academic Program:			
Degree:		Discipline:	

SECTION II: FORMAL STATEMENT (To be completed by the Student)

What type of exception are you requesting?	
<input type="checkbox"/> Late Registration	<input type="checkbox"/> Late Fee Waiver for Degree Conferral
<input type="checkbox"/> Academic Exception:	<input type="checkbox"/> Other:
Detail the extenuating circumstances which warrant an exception to policy. Attach a typed sheet if more space is needed (one page maximum). Without specific facts, dates, or supporting documentation, your request is less likely to be considered.	
Student Signature:	Date:

SECTION III: COMMITTEE DECISION (Committee Use Only)

<input type="checkbox"/> Approved	Rationale for Decision:	Late Registration Fee?
<input type="checkbox"/> Denied		<input type="checkbox"/> Yes <input type="checkbox"/> No
Late Registration Committee:		Date:
Academic Dean/Registrar Signature:		Date:
Academic Standards Committee:		Date:

SECTION IV: PROCESSING (Office of the Registrar Use Only)

Registrar (or designee):	Date:
Comments:	