

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: | |