

Please use this form to petition an exception to a CGU policy. Once the form is complete, submit it to the Student Affairs Office.

Instructions:

☞ Please attach a written explanation of the policy you wish to petition and your rationale for doing so.

☞ In support of your petition, you should attach any of the following items:

- any relevant documentation from an outside party (i.e. letter from your physician/employer/etc.)
- any relevant forms (i.e. a registration form or any CGU administrative form that pertains)
- any letters or memos of support from your academic department (instructor/advisor/etc.)

☞ For issues concerning degree requirements, you must obtain the signature of both your academic advisor and your school Dean. For all other issues, you must obtain the signature of your academic advisor.

Your Student Information:

Last Name: _____ First Name: _____ CGU I.D. number 254 - _____

Please provide a contact information where we can reach you: Daytime Phone: (____) _____

Mailing Address: _____

Please state the policy you are petitioning: _____

☞ Student Signature (*required*) _____ Date: _____

Academic Advisor: _____ Date: _____

Dean of the School: _____ Date: _____

FOR OFFICE USE ONLY:

Approved

Denied

Pending

Comments: _____

Student Records Office: _____

Date: _____

Dean of Students Office: _____

Date: _____

Provost Office: _____

Date: _____