

Petition for Exception to CGU Policy

This petition is used to request an exception to a university academic or financial policy. Exceptions are considered when exceptional circumstances beyond the control of the student prevent adherence to policy. "Exceptional circumstances" are verified cases of accidents, illness, or other circumstances not common to CGU students.

Petitions may not be used to challenge grades or to request an exception to course requirements or specific academic departmental policies. Petitions must be received within 30 calendar days of the last day of the term for any class-related issues. The university will not consider requests that are based upon pre-existing situations.

The petition and all documentation will be reviewed by members of the Petitions and Appeals Committee. The Committee may approach other members of the university or Claremont Colleges to investigate or verify claims made in the petition. The result of this petition will be sent to your CGU email account; be sure to allow a minimum of two weeks for response after submission.

The Petitions and Appeal Committee will consider your petition ONLY if it is complete. Complete petitions include:

- **this completed form, and**
- **a statement of explanation (see page 2 for guidance), and**
- **the recommendation and signature of your academic advisor, and**
- **the recommendation and signature of your school Dean/Director, and**
- **documentation to support your request.**

STUDENT INFORMATION

Last Name _____ First name _____ CGU ID # 254- _____ Term (e.g., Fall 2024) _____

My signature indicates that I have read and understand the information on this entire form and I confirm that everything I include as part of this petition is true and accurate.

Signature _____ Date _____

TYPE OF PETITION

Required. Select the most appropriate one(s).

- | | |
|---|---|
| A university academic requirement | D Registration while on academic probation (<i>see below</i>) |
| A financial hold preventing registration | D Dissertation defense timing/committee membership |
| 3 rd term consecutive Leave of Absence | Requesting a tuition refund (<i>see below</i>) |
| Late withdraw from a class | Something else _____ |

If you selected that you are requesting a tuition refund, answer below.

Did you receive Federal Financial Aid or Veteran's Educational Benefits for the term listed above? Yes ___ No ___

If you marked "Yes" you must include a statement acknowledging how the approval of your petition might impact these funding sources. We encourage you to reach out to these offices if you are unsure about this.

If you marked that you are requesting registration while on academic probation, note that your personal statement (see page 2) must include 1) a reflection on the factors that have contributed to your academic difficulties, 2) a plan for success including the academic resources you will utilize to overcome previous obstacles, 3) a detailed plan for how long it will take to work yourself out of probation, including the number of units you plan to take each term while remaining on probation and how long it will take to work yourself out of probation. You should base your timeframe on realistic expectations for grades this term and in future terms, and you should include the results of your term GPA forecasts using CGU's [GPA Calculator](#).

REASON FOR PETITION

Required. Select the most appropriate one(s).

- | | |
|--------------------------------------|-----------------------|
| Advising issue | Financial hardship |
| Technical/clerical issue | Unexpected life event |
| Health concerns (<i>see below</i>) | Something else: _____ |

If you marked that the reason for the petition was health concerns, in addition to the other required petition components you must include a letter from a licensed health care provider on the provider's letterhead that contains 1) dates of treatment for the health condition causing the circumstances of the petition; and 2) whether the medical care/health circumstances permitted you to engage or remain in academic studies. *Please, no information on diagnoses or treatment.*

Form continues on next page

Petition for Exception to CGU Policy, continued

PERSONAL STATEMENT

(to be completed by the student)

Attach a document explaining the nature of your request, and the timeline of the circumstances, your efforts to resolve the situation with CGU faculty and/or staff prior to this petition, and your desired outcome(s).

See above for additional requirements for petitions requesting registration while on academic probation.

SUPPORTING DOCUMENTATION

(to be completed by the student)

Attach supporting documentation or student record documents that relate to this request.

See above for additional requirements for petitions requesting tuition refunds or petitions due to health concerns.

ACADEMIC ADVISOR/DEPARTMENT CHAIR'S PORTION

(to be completed by the Academic Advisor)

I have read the circumstances and agree with the outcome requests made by this student.

I have read the circumstances and do not agree with the outcome requests made by this student.

I partly agree with the outcome requests made by this student. I suggest the following changes:

Additional input by advisor/chair is appreciated. You may attach any comments or send to petitions@cgu.edu

Printed Name _____ Signature _____ Date _____

SCHOOL DEAN/DIRECTOR'S PORTION

(to be completed by Dean/Director of the School)

I have read the circumstances and agree with the outcome requests made by this student.

I have read the circumstances and do not agree with the outcome requests made by this student.

I partly agree with the outcome requests made by this student. I suggest the following changes:

Additional input by Dean/Director is appreciated. You may attach any comments or send to petitions@cgu.edu

____ (initials) I understand that petitions requesting refunds or tuition adjustments may negatively impact my budget.

Printed Name _____ Signature _____ Date _____

Committee Use Only

Outcome: ___ Approved ___ Denied ___ Other:

Reviewed by: ___ Petitions and Appeals Committee ___ Provost

Comments:

Student/dept notified on: