

This form is used to petition for an exception to a university academic or financial policy. Exceptions are considered only when exceptional circumstances beyond the student's control prevents adherence to policy. Students should review the Petition and Appeals Committee website for more information.

To file a petition for an exception, this form must be submitted with:

- A personal statement 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). Additional guidance can be reviewed on the Petition & Appeals Committee [website](#).
- All applicable signatures and/or recommendations from your academic advisor and dean/director
- Any supporting documentation to support your request.

STUDENT INFORMATION

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

TYPE OF PETITION (Select all that apply):

Registration while on academic probation
Registration with a financial hold
3rd consecutive Leave of Absence
Retroactive class schedule change

Dissertation defense timing/committee membership
Tuition refund
Other _____

If you selected that you are requesting a tuition refund, did you receive Federal Financial Aid or Veteran's Educational Benefits for the term listed above? Yes ___ No ___

REASON FOR PETITION (Select all that apply):

Advising issue
Technical/clerical issue

Health concerns
Change in Employment

Family Emergency
Other _____

REQUIRED SIGNATURES

STUDENT

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 _____

ACADEMIC ADVISOR/DEPARTMENT CHAIR

I support/agree

I do not support/agree

I partly agree and suggest the following:

Additional input is appreciated and may be attached to the petition or emailed directly to petitions@cgu.edu.

Printed Name _____ Signature _____ Date _____

DEAN/DIRECTOR

I support/agree

I do not support/agree

I partly agree and suggest the following:

Additional input is appreciated and may be attached to the petition or emailed directly to petitions@cgu.edu.

I understand that petitions requesting refunds or tuition adjustments may negatively impact my budget. Printed Name

_____ Signature _____ Date _____