



Petition For An Irregular Schedule

Last Name: First Name: Student ID Number

Dept.	Course #	Section	Dept.	Course #	Section	Dept.	Course #	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Choose one: Fall Spring Summer Year: 20_____

To Be Completed by Advisor:				Advisor's Initials _____	
Cumulative GPA _____	Major _____	Credits Completed _____	Credits needed for graduation _____		

I hereby petition for the following option: (Circle one only) Number of Credits:

- A. Below 12 credits (Full Time Undergraduate) _____
- B. Below 9 credits (Full Time Graduate) _____
- C. Above 18 credits (Full Time Undergraduate) _____
- D. Above 15 credits (Full Time Graduate) _____
- E. Request to take Grad courses for Undergrad Degree*
- F. Request to take Grad course for Graduate credit as an Undergrad senior*

* Options E & F are only available to seniors (90+ credits and 3.0 GPA) and must be signed by the Dean of Graduate Studies.

ADDITIONAL NON-REFUNDABLE FEES FOR CREDITS OVER 15 FOR GRADS AND OVER 18 FOR UNDERGRADS

2. Justification for your request:

Circle one:

3. Petition Approved

Petition Denied

Student's Signature _____ Date _____

Dean's Signature _____ Date _____

Advisor's Signature _____ Date _____

No further appeals are available.

Dean's Signature _____ Date _____

Judicial Officer _____ Date _____

Petition for Irregular Schedule Procedures

A petition for irregular schedule is defined as a schedule in which a student is requesting to enroll in greater than 18 UG/15 GR credits or less than 12 UG/9 GR credits while maintaining full-time student classification, or registering for a graduate course as an undergraduate student for either graduate or undergraduate credit. Students requesting to enroll in more than 18 UG/15 GR credits must have a GPA greater than or equal to 3.00 and be ready to pay additional monies. Students requesting to enroll in less than 12 UG/9 GR credits while maintaining full-time student classification must meet the requirements set forth in the CSU Board of Trustees Resolution BR-03-05 Attachment (see next page).

1. Students requesting a petition for irregular schedule must meet with his/her academic advisor to discuss the request.
2. Students must complete the form on the back of this sheet. The forms and instructions are available in the office of the appropriate academic dean or the Registrar's Office and the student must obtain the signature of his/her advisor.
3. The student submits the completed form with the advisor's signature to the appropriate academic dean.
 - a) If the student's request is to take greater than 18 UG/15 GR credits and the student's GPA is greater than or equal to a 3.00, the signature of approval will be made by the appropriate academic dean*. Upon approval, the form should be presented to the Registrar's Office to add the course(s) and payment made to the Bursar's Office for each additional credit above 18 UG/15 GR. These additional fees are non-refundable.
 - b) If the student's request is to take less than 12 UG/9 GR credits, the appropriate academic dean considers the student's request using the requirements found in CSU Board of Trustees Resolution BR-03-05 Attachment. If the student meets the criteria and the form is signed, the student must present the form to the Registrar's Office for processing.
 - 1) The appropriate academic dean* may approve a student request to enroll for less than 12 semester hours and be classified as a full-time student if the request is due to curriculum requirements which restrict a full load. No other approval will be necessary.
 - 2) If the request to enroll for less than 12 semester hours and be classified as a full-time student is due to exigencies such as debilitating injuries or illnesses, or students involved in temporary family problems and the appropriate academic dean approves the request; the appropriate academic dean will consult with the Director of Judicial Affairs. The signature of the Director of Judicial Affairs on the petition form will signify that the nature of the exigency is "established by the student to the satisfaction of student affairs personnel."
 - c) If the student's request is to take a graduate course for undergraduate credit or graduate course for graduate credit as an undergraduate student, the student must have completed at least 90 credits at the undergraduate level and have a 3.0 GPA. If the student meets the criteria, the student must get permission from the Dean of the School of Graduate Studies. Once the form is signed by the Dean, the student must present the form to the Registrar's Office for processing.

*Appropriate academic dean: **Dean of the School of Arts and Sciences:** ANT, ART, BIO, CHE, CTR, ENG, ENV, ESC, FRE, GEO, GER, HIS, HON, IDS, ITA, JPN, JST, LAT, LIT, MAR, MAT, MDS, MUS, PHI, PHY, PSC, PSY, SOC, SPA, THR, URB, WMS. **Dean of the School of Business:** ACC, ECO, FIN, MGT, MIS, MKT. **Dean of the School of Communication, Information, and Library Science:** COM, CSC, ILS, ITC, JRN. **Dean of the School of Education:** CSP, EDF, EDL, EDU, EXS, RDG, SCE, SHE, SED. **Dean of the School of Health and Human Services:** CMD, MFT, NUR, PCH, REC, SWK