



OFFICE OF THE REGISTRAR

UNIVERSITY OF LA VERNE

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PETITION TO THE UNDERGRADUATE APPEALS COMMITTEE FOR AN EXCEPTION TO UNIVERSITY POLICY

The Undergraduate Appeals Committee meets weekly during the months of September-December and February-May and as needed during the months of January and June-August to consider undergraduate student requests for exceptions to policies and/or extensions of time to complete courses and/or degrees. Completed petitions must be received by 5pm two days prior to each weekly meeting to be included in that week's meeting agenda.

Appeals that are granted will be charged a minimum of a \$50 appeals fee. A letter stating the result of your petition will be mailed to the address specified on this form. It is the student's responsibility to check with Student Accounts and Financial Aid (if applicable) to determine how your appeal may affect your account. For requests to waive appeals fees, tuition charges and/or other fees affecting your account, you will need to submit a separate appeal to the Student Accounts office.

Return Form to:
Main Campus students – Registrar counter in Woody Hall
CAPA and Regional Campus Administration (RCA) students – your academic advisor

NAME _____ ID# _____ DATE _____

LOCATION: _____ ADVISOR _____

- MAIN CAMPUS ABTC CAPA ECBCS LA VERNE ONLINE
- RCA CAMPUS (circle one): CENTRAL COAST HIGH DESERT INLAND EMPIRE KERN COUNTY ORANGE COUNTY
PT. MUGU SAN FERNANDO VALLEY VANDENBERG AFB VENTURA COUNTY

CONTACT INFORMATION FOR QUESTIONS AND MAILING OF RESULTS OF APPEAL:

PHONE _____ LA VERNE E-MAIL _____@laverne.edu

ON CAMPUS DORM BUILDING AND ROOM _____ check here if this is a new address

MAILING ADDRESS: _____
Street _____ City _____ State _____ Zip _____

CHECK APPROPRIATE BOX(ES) AND ATTACH REQUIRED INFORMATION (SEE LIST ON REVERSE):

THIS PETITION IS RELATED TO MY SCHEDULE FOR _____ 20 _____ <i>(You must submit a separate petition for each term/semester)</i>	
LATE SCHEDULE CHANGE (Must submit before the term/semester ends.) <input type="checkbox"/> INITIAL REGISTRATION <input type="checkbox"/> ADD <input type="checkbox"/> GRADE OPTION CHANGE <input type="checkbox"/> WITHDRAWAL <input type="checkbox"/> DROP (stopped attending during add/drop period)	RETROACTIVE SCHEDULE CHANGE (Must submit within one (1) calendar year from the end of the term/semester with the possible exception of CE enrollment appeals.) <input type="checkbox"/> EXT. OF TIME TO COMPLETE DEGREE
<input type="checkbox"/> LATE OR RETROACTIVE	<input type="checkbox"/> EXT. OF TIME TO COMPLETE "INC" OR "IP" (Must submit within one (1) calendar year from end of registered term/semester.)
<input type="checkbox"/> OVERLOAD OF COURSEWORK (RCA and CAPA students do not need to go through the UG Appeals Committee to request an overload – CAPA students should submit an appeal in writing to the CAPA Director and RCA students should submit an appeal in writing to their Regional Campus Director)	
<input type="checkbox"/> OTHER (please specify in your letter)	

STUDENT'S SIGNATURE _____ DATE _____

ADVISOR: COMMENTS _____

SIGNATURE _____ DATE _____

INSTRUCTOR COMMENTS _____

SIGNATURE _____ DATE _____

APPROVED DENIED FEE \$ _____ EFF. DATE _____ MARILYN S. DAVIES, REGISTRAR

INSTRUCTIONS FOR COMPLETING AND SUBMITTING A PETITION TO THE UNDERGRADUATE APPEALS COMMITTEE FOR AN EXCEPTION TO UNIVERSITY POLICY

It is the responsibility of the student to fully understand the information presented in the current La Verne Catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations may not be waived nor exceptions granted because a student pleads ignorance of policies or procedures. While academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he/she is matriculated in a degree program.

Appeals to standard University policies must be in writing on this official petition form signed by student, advisor and instructor. Additional forms may be obtained by contacting the Registrar's Office or Regional Campus or download at <http://sites.laverne.edu/registrar/services/forms-for-download>

It is also the responsibility of the student to obtain the response of the Committee, to read and understand that response, and process all necessary payments and paperwork by the given deadline.

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Appeals that are granted will be charged a minimum of a \$50 appeals fee. It is the student's responsibility to check with Student Accounts and Financial Aid (if applicable) to determine how your appeal may affect your account and whether or not you are required to submit a separate appeal to Student Accounts to fully review your request(s).

ATTACH THE REQUIRED DOCUMENTATION TO YOUR SIGNED PETITION FORM:

LATE OR RETROACTIVE SCHEDULE CHANGES (REGISTER/ADD/DROP/WITHDRAW/GRADE OPTION CHANGE). Must submit within one (1) calendar year from the end of the term/semester with the possible exception of CE enrollment appeals.

- a) **Student's Statement of Request** – include (1) specific details of the course(s) you want to register for, add, drop or withdraw from, (2) the reason you missed the posted registration deadline, and (3) the reason you feel an exception to University policy should be granted. All documentation supporting this statement must accompany the appeal. Examples might be a doctor's note, accident report, verification of change in employment from your employer, etc.
- b) **Form and Instructor's Statement:**
 - Registration Form if you are registering for classes for the first time for the term/semester**—make sure each instructor has initialed beside the course name to indicate that you have been attending the class. (Note: submit a **Directed Study** or **Independent Study** form in addition if you are attempting to register for either of these type of courses)
 - Program Change Form if you are withdrawing or dropping courses for the term/semester**—make sure each instructor has initialed beside the course name and indicated your last day of attendance in the class.
 - Grade Option Change form for grade option change requests**—make sure your instructor has written a statement (either on the form or a separate document) which supports your request.

OVERLOAD OF COURSEWORK

CAPA students do not need to petition the UG Appeals Committee. Submit an appeal in writing to the CAPA Director.

RCA students do not need to petition the UG Appeals Committee. Submit an appeal in writing to your Regional Campus Director.

Main Campus traditional undergraduates must petition the UG Appeals Committee if the courseload exceeds the total semester hours allowed between the University of La Verne and/or other institutions (18 total for Spring or Fall and 5 total for January Interterm). Course overloads for January Interterm and/or retroactive appeals for overloads are based on extenuating circumstances and are rarely approved. THE APPEALS PROCESS MUST BE COMPLETED AND YOU SHOULD WAIT TO HEAR WHETHER OR NOT YOU ARE APPROVED PRIOR TO ENROLLMENT IN YOUR OVERLOAD COURSE(S).

- a) **Student's Statement of Request** - include (1) reason for needing an overload, (2) a list of all your classes for that term/semester which includes the overload class(es), and (3) the reason you feel an exception to University policy should be granted. All documentation supporting this statement must accompany the appeal.
- b) **Advisor's Statement** – a legible statement supporting your request (there is space on the bottom of the petition form).
- c) **Acceptance of Transfer Credit** form (applicable only if you are taking classes off-campus that are not on ULV's articulation list).

EXTENSION OF TIME TO COMPLETE "INC/IP" COURSES. Must submit within one (1) calendar year from the end of the registered term/semester.

- a) **Student's Statement of Request** - include (1) specific details of the course(s) you are asking for an extension to complete, (2) the reason you missed the normal timeframe in which to finish, (3) a detailed plan to finish the course requirements which specifies an approximate completion date, and (4) the reason you feel an exception to University policy should be granted. All documentation supporting this statement must accompany the appeal. Examples might be a doctor's note, accident report, verification of change in employment from your employer, etc.
- b) **Instructor's Statement** – a legible statement supporting your request (there is space on the bottom of the petition form).

EXTENSION OF TIME TO COMPLETE DEGREE. AN APPLICATION FOR GRADUATION MUST BE ON FILE.

- a) **Student's Statement of Request** – include (1) the reason you did not complete your degree on time, (2) a detailed plan to finish your outstanding coursework with an anticipated completion date and (3) the reason you feel an exception to University policy should be granted.
- b) **Department Chair's Statement** – a legible statement that approves you to stay with your original catalog year and outline any additional major coursework needed to complete your degree. [Please note all students who matriculated between Fall 1984 through Summer 2008 and some students in 2009 will also be required to take additional general education coursework.]
- c) **Advisor's Statement (if available)** – a legible statement supporting your request (there is space on the bottom of the petition form).

"OTHER" - PLEASE CHECK WITH YOUR ADVISOR OR THE REGISTRAR FOR WHAT YOU NEED TO SUBMIT