

### *Supplemental Information on filing a Graduate Academic Petition*

***All Graduate Academic Petitions must have approval of student's advisor, graduate coordinator, department Chair and College Dean.***

***Amendment to Contract:*** A Graduate Student must file a graduate academic petition to make an amendment to a Master's contract (e.g., change in unit requirements for a class, change in courses listed on the contract, transfer of units from another university if not already listed on a Master's Contract). If a student is requesting to transfer units from an accredited university, a set of original transcripts must be submitted with this petition if transcripts are not on file in the Admissions Office. Please note: A limit of a total of 13 units petitioned as an undergraduate, and/or units taken through Extended University, and/or units taken through an accredited university may be used on a Master's contract.

***Course substitution:*** A graduate student must file this petition to substitute a course on a Master's contract for another course applicable to the Master's program. Student must have minimum of 24 units of 500-600 level courses on their Master's contract. Master's programs requiring a total of more than 48 units will require more than 24 units of 500-600-level courses.

***Waive residency:*** Graduate Students must be enrolled in the University during the quarter in which they graduate (2007-2009 Cal Poly Pomona Catalog, pg. 465). Students who are not enrolled the quarter of graduation may request to file a petition to waive residency. This does not guarantee petition will be approved.

***Request for recertification of outdated coursework more than 7 years old:***

**When does a course expire?** A course expires seven years after the quarter in which it is started, specifically, at the end of the quarter preceding the one in which it was taken (e.g. if a student took a class in Winter 2001 the degree would have to be awarded no later than Fall 2007 for that course to count for the degree).

**What can a student do if a course expires?** Under specific circumstances determined by each college, a limited number of expired course units can "recertified" so that they can be counted toward the degree if the student demonstrates current mastery of the course material by a process established by the college. To request recertification of courses that are more than 7 years old a student should check with their department and/or graduate coordinator to find out what the College policy is regarding recertification of outdated coursework.

***Time Extension:*** An extension of time beyond the limit may be granted by the campus if outdated coursework is validated by examination, in a relevant additional course or subject field of work or such other demonstration as determined by the student's department. Formal certification & validation of outdated coursework must be attached to petition and approved by student's graduate coordinator, department chair, College Dean, and the AVP for Research & Graduate Studies.

***Change of Status:*** Graduate Coordinators fill out this section and file this petition to change a student's status from conditional to unconditional standing, or to report that a graduate student has not satisfied the conditions stated at the time of admission & is recommended for dismissal from degree program.

***Please Note:*** *This petition should not be used to waive the GWT requirement, file a leave of absence, or change a student's registration for current or previous quarters. Student should consult with the Registrar's Office or department in these matters.*

***Information on GWT, including policies and procedures, is listed on the Test Center website at:*** [http://www.csupomona.edu/~academic/testcenter/gwt\\_faq.htm](http://www.csupomona.edu/~academic/testcenter/gwt_faq.htm)