Poly Doc Graduate Academic Petition – For
Graduate Students

Overall Approval Process and Routing

- Students log into PolyDoc using their Bronco credentials and submit their Graduate Academic Petition. Please note that to log into PolyDoc a campus VPN may be required.

- Students select graduate petition type. Only one option per submission is allowed:
    - **Waive residency requirement**: to request to waive residency if not enrolled the semester of graduation. Student needs to provide justification for not being enrolled the semester of graduation as University requires graduate students to be enrolled at the time of graduation.
    - **Change of status**: To request to change from conditional to unconditional standing for the degree.
    - **Modification to a program of study**: to request course substitutions on your program of study (contract), and/or correct any errors on your program of study (e.g., course title, units). Please see below **Special Instructions** for declaring TBD courses and waiving internship course requirement.
    - **Transfer of Coursework for Degree Credit**: To transfer coursework from another accredited institution or transfer in courses students petitioned for graduate credit as an undergraduate, or courses through Extended University after having completed the bachelor's degree.

- Students need to manually enter their Academic Advisor's name and correct email. Note that an incorrect email address will prevent the form to be delivered to the right person.

- Students will receive an email receipt after they click on "**Submit.**"

Student Information

Bronco Number
`000056641`

First Name *

Last Name *

Email Address *

Major *
`ggg` ▼

Option
`ggg` ▼

Purpose of Petition *
`MODIFICATION TO A PROGRAM OF STUDY` ▼

Modification to a Program of Study

Please fill out this section to indicate course substitution(s) and/or correct any errors on your program of study (e.g., course title, units)

First list the course that is now in the contract. Then list the course you have taken that you want to use to substitute or modify the course on contract.

Example:

Contract Course Dept	Course Number	Course Title	Units	Substitute Course Dept	Course Number	Course Title	Term & Year Taken	Units
BIC	5000	Intro to Bicycling		YOG	5001	Advanced Yoga	SPRING 2019	5

Your Course(s)

Contract Course Dept *	Course Number *	Course Title *	Units	Substitute Course Dept *	Course Number *	Course Title *	Term & Year Taken *	Units *

State explanation/reason for course substitution(s) or modification(s) *

Advisor

Please enter your Academic Advisor's Name and **@CPP.EDU** email address below. A valid CPP email address for the Advisor is required to route this form for the necessary review.

Advisor Name *

Advisor's whole @cpp.edu email address *

Submit

- All petitions will go to the Academic Advisor for initial approval.

- All petitions will then get forwarded automatically to the Graduate Coordinator, Department Chair, and College Dean for approval based on the student's program.

  Levels: **Academic Advisor** -> **Graduate Coordinator** -> **Department Chair** -> **College Dean**

- Graduate Petition Types for **Waive Residency Requirement**, **Change of Status**, and **Modification to a Program of Study** will require an additional level of approval from the Graduate Studies Office. **Transfer of Coursework for Degree Credit** does not require Graduate Studies Approval and will be routed to the Registrar's Office after the College Dean signs.

- Students will receive an email after a final Approved or Denied decision is reached.

- All petitions will then go to the Registrar's Office for processing.

- Students need to allow time for processing for all parties to review and make a decision

Special Instructions for declaring To Be Determined Courses (TBD) on program of study:

- To Declare "To Be Determined" (TBD)Classes on your program of study:
  1. Please see example below. Under your courses, Enter "TBD" in Contract/Course Dept, Course Number, and Course Title Section. Enter the units.
  2. Then declare your courses in the field box, "Substitute Course Dept," including the prefix, course number, course title, term and year taken, and units.

Purpose of Petition *

MODIFICATION TO A PROGRAM OF STUDY ▼

Modification to a Program of Study

Please fill out this section to indicate course substitution(s) and/or correct any errors on your program of study (e.g., course title, units)

First list the course that is now in the contract. Then list the course you have taken that you want to use to substitute or modify the course on contract.

Example:

Contract Course Dept	Course Number	Course Title	Units	Substitute Course Dept	Course Number	Course Title	Term & Year Taken	Units
BIC	5000	Intro to Bicycling		YOG	5001	Advanced Yoga	SPRING 2019	5

Your Course(s)

Contract Course Dept*	Course Number*	Course Title*	Units	Substitute Course Dept*	Course Number*	Course Title*	Term & Year Taken*	Units*
TBD	TBD	TBD	3	BIC	5100	Bicycling is Fun	FALL 2020	3

State explanation/reason for course substitution(s) or modification(s) *

To request to waive an internship requirement (e.g., MPA students who need to request to waive an internship course):

1.) In the Your Courses Section, enter course prefix in Contract/Course Dept.field, course number, course title, and units of the internship course you are requesting to waive

2.) In the Substitute section, enter in "waived" in course dept. field, course number, course title, and term/year taken. Enter the units.   Please see example below.

Modification to a Program of Study

Please fill out this section to indicate course substitution(s) and/or correct any errors on your program of study (e.g., course title, units)

First list the course that is now in the contract. Then list the course you have taken that you want to use to substitute or modify the course on contract.

Example:

Contract Course Dept	Course Number	Course Title	Units	Substitute Course Dept	Course Number	Course Title	Term & Year Taken	Units
BIC	5000	Intro to Bicycling		YOG	5001	Advanced Yoga	SPRING 2019	5

Your Course(s)

Contract Course Dept*	Course Number*	Course Title*	Units	Substitute Course Dept*	Course Number*	Course Title*	Term & Year Taken*	Units*
MPA	5410	Internship	3	waived	waived	waive requirement	waive	3

State explanation/reason for course substitution(s) or modification(s) *