
University Petition for General Education Variation

The General Education (G.E.) program at Cal State Fullerton is the foundation of a university education. G.E. requirements are based on regulations from the State of California, CSU Chancellor's Office and campus policy. In unusual circumstances, students may petition for a variation to a standard G.E. requirement.

IMPORTANT: This petition should not be used if your graduation deficiency is unrelated to your General Education requirements. If you have questions about filing a petition for a non-GE related graduation deficiency, please contact Admissions & Records in LH-114.

PLEASE NOTE:

- Submitting a G.E. Variation petition does not guarantee that it will be granted. Petitions can either be granted or denied.
- Students should always be prepared with an alternate plan for meeting the requirement being petitioned in the event the petition is denied.

PREPARING THIS PETITION:

(ONE G.E. VARIATION PER FORM)

Petition Section A – Student Information

Provide the information requested in this section.

Petition Section B – Petition Statement

Your petition statement is comprised of **responses to Items 1. through 4.** as listed on the form.

Petition Section C – Documentation

The documentation requirement for this petition is explained in detail on the form.

IMPORTANT: Please do not attach a current copy of your TDA to this petition. A current copy will be printed and attached to your petition when it is prepared for review. If there is a historical TDA that has information on it that is no longer on your TDA, and this previous information is needed to document a specific circumstance in your petition statement, the historical copy can be attached.

Deadline for Submission

Graduation Candidates submitting a petition during their last semester of attendance:

For a student who is a candidate to graduate in the current semester and is submitting a G.E. Variation petition during his/her last semester of attendance, the deadline for submission of this petition is the grade due date for the semester. Please check the online Registration Guide (Semester Calendar section) each semester for the grade due date.

SUBMITTING THIS PETITION:

Print out the two forms that follow: a) G.E. Variation Petition b) Miscellaneous Fee Assessments

- 1) **On the petition form**, complete Sections A. through C. (**Your initials are required in Section C.**)
- 3) **Attach any verifying documents** appropriate for the circumstances described in your petition statement.
- 4) **Sign the form** in the section designated for student signature.
- 5) **Fill out the Miscellaneous Fee Assessments form** with your name and student ID number.
- 6) **Take the petition, related documents and Miscellaneous Fee Assessments form to Student Financial Services (UH-180)** and pay the \$20 petition fee.
- 7) **Submit petition form, any related documents, and proof of payment to Admissions and Records (LH-114).**

Please Note: If filing more than one G.E. Variation petition form:

- If the petition forms are paid for and submitted at the same time, the petition fee is \$20 (regardless of the number of forms).
- If the petition forms are paid for and submitted at different times, the fee is \$20 per petition.

FOR SUBMITTING THIS PETITION BY MAIL:

- Follow instructions above for steps 1. through 5. above
- For the petition fee, make check payable to 'CSUF'.
- Mail petition form, documentation, Miscellaneous Fee Assessments form and check for fee payment.
- Mail to: California State University, Fullerton
Attn: Student Financial Services
P.O. Box 6808
Fullerton, CA 92834-6808

UNIVERSITY PETITION FOR GENERAL EDUCATION VARIATION

Please pay the **\$20.00 filing fee** prior to submitting this form to the Admissions and Records Service Center (LH-114). Each petition receives an individual and comprehensive review and can be either granted or denied. The amount of time it takes for a petition to be reviewed varies, and may take up to six months.

A STUDENT INFORMATION

DATE _____

NAME _____

STUDENT I.D. NUMBER _____

ADDRESS _____

PHONE NUMBER _____

AREA CODE _____ NUMBER _____

MAJOR _____

CITY _____ STATE _____ ZIP CODE _____

EXPECTED DATE OF GRADUATION (SEMESTER / YEAR) _____ ☐ NOT KNOWN YET

IMPORTANT: THE MINIMUM NUMBER OF UNITS REQUIRED TO EARN A DEGREE IS NOT PETITIONABLE.

B PETITION STATEMENT – Your petition statement is comprised of your responses to **ITEMS 1. THROUGH 4.** and the documentation requirement explained in **SECTION C.**

ONE EXCEPTION PER FORM

ITEM 1: State the specific G.E. graduation requirement for which you are seeking an exception.

Examples: lacking 2 units in G.E. Area D4: lacking 3 units of upper-division G.E. etc.

ARSC USE ONLY

ITEM 2: State the alternative course you are requesting to be used for fulfilling this requirement and the reason(s) that this would be an appropriate substitution for the deficiency you have listed in Item 1. above. (You cannot request to waive a graduation requirement.)

Dept./Course Number _____

Semester Taken _____

DATE STAMP

This section for A&R use only

Committee Decision

Date _____

- _____ 1. Your petition is granted.
- _____ 2. No action has been taken on your petition because:
 - _____ a. This can be resolved by the academic department concerned.
 - _____ b. This regulation is contained in Title 5 California Administrative Code, and is not subject to petition.
 - _____ c. Other _____
- _____ 3. Your petition is denied. Reason for denial:
 - _____ a. Such action would violate CSUF or CSU policy on academic standards.
 - _____ b. Other _____

Student statement continued:

ITEM 3: Describe the other options for meeting this requirement which you have considered.

ITEM 4: Explain the circumstances that would make it difficult for you to pursue the other option(s) for meeting this requirement which you have stated in answer to Item 3. above. **ALSO, SEE BOX C BELOW REGARDING DOCUMENTATION.**

(continue on a separate sheet, if needed)

C DOCUMENTATION

DOCUMENTATION

DOCUMENTATION, in the form of separate supporting documents that verify the circumstances which would make it difficult for you to meet the requirement you are petitioning, is a standard part of this petition process.

The documentation you provide depends on the circumstances (as described in Item 4. above) which have made it necessary to petition for an exception, rather than meet the G.E. requirement in the standard way. Examples of some general categories for documentation might pertain to situations involving employment, medical, legal, financial, or family hardships.

**IF YOU HAVE QUESTIONS ABOUT APPROPRIATE DOCUMENTATION FOR YOUR CIRCUMSTANCES,
PLEASE ASK FOR ASSISTANCE IN LH-114 (ADMISSION & RECORDS OFFICE) BEFORE SUBMITTING YOUR PETITION.**

PLEASE INITIAL ONE OF THE TWO FOLLOWING STATEMENTS:

☐

YES - documentation is provided: Documents to verify my circumstances are attached.

student initials

OR

☐

NO – documentation is not provided with my petition.

I understand that documentation is a standard part of this process, however I have not submitted documentation with my petition. I understand that if the review process determines there are circumstances which need to be documented, I will be contacted to provide further information. This could delay the review of my petition and, if I am a candidate to graduate at the end of the current semester, may require that I update my graduation to a future term.

student initials

DEADLINE FOR GRADUATION CANDIDATES IN THEIR FINAL SEMESTER:

Candidates to graduate who are in their last semester of attendance have the following deadline for submitting a G.E. Variation petition:

This petition must be submitted no later than the grade due date for the semester in which you plan to graduate. Please check the online Registration Guide (Semester Calendar section) each semester for the grade due date.



California State University, Fullerton - Office of Admissions and Records

MISCELLANEOUS FEE ASSESSMENTS

Please pay the processing fee at the Student Financial Services Office and return this form to the appropriate office.

OFFICE USE ONLY
WEB - OK TO PAY
PETITION FEE ONLY

NAME: _____ STUDENT ID: _____

Sign here only to authorize the printing of your Social Security Number on your verification: _____

| Office Use Only | | | | | |
|-----------------|-------------------------------------|---|-------------|---|----------------|
| ACCT | | FEE | AMOUNT | OFFICE | |
| 849 | <input type="checkbox"/> | Early Grad Verification/Schedule Letter | \$10 | Graduation Unit - LH-114 | |
| 848 | <input type="checkbox"/> | Graduation Update Fee | \$10 | Graduation Unit - LH-114 | |
| 881 | <input type="checkbox"/> | #*Enrollment Verification Fee - Current Term Only | \$10 | A&R Service Center - LH-114 | |
| 881 | <input type="checkbox"/> | #*Enrollment Verification Fee - Prior Terms: ____Total History, or ____Designated Terms_____ | \$10 | Records Office - LH-114 | please specify |
| 881 | <input type="checkbox"/> | Degree Verification Fee | \$10 | Records Office - LH-114 | |
| 211 | <input checked="" type="checkbox"/> | Petition Fee (Retroactive Add, Retroactive Withdrawal, G.E. Variation, Reactivate Grad Check, Postgraduate Credit, etc.) CASH, MONEY ORDER, OR PERSONAL CHECKS | \$20 | A&R Service Center - LH-114 | |
| 210 | <input type="checkbox"/> | Replacement Fee | \$2 | A&R Service Center - LH-114 | |
| 211 | <input type="checkbox"/> | Graduate Change of Objective Fee | \$10 | Records Office - LH-114 | |
| 211 | <input type="checkbox"/> | Administrative Late Fee CASH, MONEY ORDER, OR PERSONAL CHECKS | \$20 | Graduation Unit - LH-114 (Late Grad Check only) | |

THIS PRINTED VERSION TO BE USED ONLY FOR PETITION FEE PAYMENT