

# Forms !

Yes – We Have Forms

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Presented by:

Bond Allen – Records

Courtney Wimmer – Evaluations



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# During Sessions, please...

- ✓ Silence Cell Phones
  - ✓ Save Questions to the end  
of the Session
  - ✓ Avoid Side Conversations
  - ✓ Complete Our Survey
- ...Thank You!**



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# Overview

Review  
Most  
Commonly  
Used Forms

Purpose  
for each  
Form

Form  
Deadlines

Processing  
Timeline

# Record Forms

A decorative background element on the left side of the slide, featuring a light gray topographic map pattern with wavy contour lines.

Course Withdrawal –  
Serious and Compelling

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Course Withdrawal –  
Emergency Reason

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Term Withdrawal –  
Serious and Compelling

---

Term Withdrawal –  
Emergency Reason

---

Grade Change Form

---

Time Conflicts

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# Course Withdrawal - Serious and Compelling



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SAMPLE

## Course Withdrawal Petition For Serious and Compelling Reasons

Due: Wednesday, November 6, 2019

Undergraduate students may withdraw from NO MORE THAN 28 quarter units for non-medical reasons.

Return this petition to the Office of the Registrar (01-222) by 5:00 p.m.

\*For students withdrawing from courses in BUS, ECON or IT, visit OCOB's website at this link:

<https://www.calpoly.edu/studentservices/withdrawal-process> to learn about the steps for completing this withdrawal.

### Student Instructions/Information:

This petition is for serious and compelling reasons beyond the student's control. It should be emphasized poor grades,

irregular attendance, or dissatisfaction with course or instructors are not in themselves sufficient reasons to withdraw after the drop deadline.

Withdrawals based on medical/emergency reasons WILL NOT apply to the above 28-quarter unit limit.

Withdrawals from Extended Education Courses WILL apply to the above 28-quarter unit limit.

Co-requisite courses will also be withdrawn.

Obtain required signatures and comments for all sections on back of petition.

Any and all co-requisite courses will also be withdrawn.

**Financial Aid Recipients:** You must inform the Financial Aid Office when you withdraw from any course.

### Student Information

Last Name Doe First Name Jane  
Student EMPL ID (9 digits) 012345678 Phone 867-5309 Major FUN

### Request

Course and Section FUN 101 Class number 1234 Term/Year Fall 2019

☒ Undergraduate Student ☐ Graduate Student ☐ International Student ☐ Receive Veterans benefits  
☐ Receive benefits from Cal Poly NCAA Division I team

### Section 1 of 4 - Serious and Compelling reason(s) for withdrawal is required

Attach documentation for medical reasons. For cases of extreme confidentiality, provide sealed documentation to the Associate Dean.

Reason student's serious and compelling reason.

This petition is due to the serious and compelling reason(s) stated above and the assignment of grade "I (Incomplete)" is not appropriate. I understand if approved, a grade of "W (Withdrawal)" is assigned to the course petitioned.

Student Signature Jane Doe Date 10/9/19

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Office of the Registrar 1 Grand Ave. San Luis Obispo, CA 93407-0033  
TEL: 805-756-2396 FAX: 805-756-7237 [www.registrar.calpoly.edu](http://www.registrar.calpoly.edu)

Revised 10/01/19  
WOCOURSE

# Course Withdrawal - Serious and Compelling, cont'd



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## Section 2 of 4 Course Instructor

Instructors do not approve or deny withdrawal request.

Instructor Printed Name John Dude

Signature J. Dude

Date 10/9/19

Please comment on this student's performance and attendance in this class (required) \*

student attended and was doing fair

## Section 3 of 4 Student's Advisor or Chair of Major Department

I acknowledge this withdrawal Petition.

For Engineering Majors, go to Engineering Advising for required signature.

Advisor Printed Name Susan SoSo

Signature Susan SoSo

Date 10/9/19

Advisor's Comments are required \*

OK, student will take another quarter

## Section 4 of 4 Department Chair of Offering Course

For Engineering courses, go to Engineering Advising for required signature.

My approval certifies this student's petition(s) for withdrawal is/are due to serious and compelling reasons.

☒ Approved ☐ Denied

Department Chair Offering Course Printed Name Bill Ding

Signature Bill Ding

Date 10/9/19

Department Chair Comments are required \* student's reason is serious

and compelling. Approve.

Contact Student Accounts for refund information at 805-756-1428 or visit them in the Administration Bldg. 01-Room 211.

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# Course Withdrawal - Emergency Reason

SAMPLE

## Course Withdrawal Petition

For Emergency Reason Only

Due: Friday December 7, 2019

\* Undergraduate students may withdraw from **NO MORE THAN 28 quarter units** for non-medical reasons.

Return this petition to the Office of the Registrar (01-222) by 5:00 p.m.

\*For students withdrawing from courses in BUS, ECON or IT, visit OCOB's website at this link:  
[www.cob.calpoly.edu/studentservices/withdrawal-process](http://www.cob.calpoly.edu/studentservices/withdrawal-process) to learn about the steps for completing this withdrawal.

### Student instructions/information:

This petition is for emergency reasons beyond the student's control. It should be emphasized poor grades, irregular attendance, or dissatisfaction with course or instructors are

not in themselves sufficient reasons to withdraw after the drop deadline.

Withdrawals based on medical/emergency reasons WILL NOT apply to the above 28-quarter unit limit.

Withdrawals from Extended Education Courses WILL apply to the above 28-quarter unit limit.

\* Appropriate documentation indicating the circumstances listed on the form MUST accompany Withdrawal petition. Obtain required signatures and comments for all sections on back of petition.

Any and all co-requisite courses will also be withdrawn.

Financial Aid Recipients: You must inform the Financial Aid Office when you withdraw from any course.

### Student Information

Last Name Doe First Name John  
Student EMPL ID (9 digits) 067891011 Phone 555-5555 Major HUG

### Request

Course and Section (ex. Engl 134) HUG 400 Term/Year Fall 2019

- ☐ Receive Veterans benefits  
☒ Undergraduate Student  
☐ Graduate Student  
☐ International Student  
☐ Receive benefits from Cal Poly NCAA Division I team

### Section 1 of 4 – Emergency reason(s) for withdrawal is required

\* Attach documentation. For cases of extreme confidentiality, provide sealed documentation to the Associate Dean.

Reason student's emergency reason

This petition is due to the emergency reason(s) stated above and a grade of "W" will be assigned.

Student Signature John Doe Date 11/9/19



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# Course Withdrawal - Emergency Reason, cont'd



## Section 2 of 4 Course Instructor

I acknowledge this withdrawal petition and the assignment of grade "I (Incomplete)" is not appropriate.

Instructor Printed Name Peter Parker

Signature P Parker

Date 11/9/19

Please comment on this student's performance and attendance in this class (required) \* doing poor, student was not attending after week 5

## Section 3 of 4 Student's Advisor or Chair of Major Department

I acknowledge this withdrawal Petition.

For Engineering Majors, go to Engineering Advising for required signature: Kim Marsalek/Dawn Sirois.

(Medical withdrawal requires an attached doctor's note)

Advisor Printed Name Bruce Banner

Signature Bruce Banner

Date 11/9/19

Advisor's Comments are required \* student can take requirement in later term.

## Section 4 of 4 Associate Dean of College Offering Course

For Engineering courses, go to Engineering Advising for required signature: Kim Marsalek/Dawn Sirois.

For Business courses, go to Offrlea Student Services (03-100) for required signature: Amy Carter.

For Science and Math courses, go to College of Science and Math Student Services, (53-211)

My approval certifies this student's petition(s) for withdrawal is/are due to emergency reasons. ☒ Approved ☐ Denied \*

Associate Dean Offering Course Printed Name Tony Stark

Signature Tony Stark

Date 11/9/19

Associate Dean Comments are required \* agree, student needs to withdraw

If denied, the Office of the Dean (offering course) will notify student.



# Term Withdrawal - Serious and Compelling



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SAMPLE

## Term Withdrawal Petition

For Serious and Compelling Reasons

Due: Wednesday, November 6, 2019

Undergraduate students may withdraw from NO MORE THAN 28 quarter units for non-medical reasons

It is the student's responsibility to obtain all signatures and submit the form by due date.

Appropriate documentation indicating the circumstances listed on the form must accompany withdrawal petition.

### Student Information

Last Name Doe First Name John  
Student EMPL ID (9 digits) 098765432 Phone 777-7777 Major KIND

### Request

\*Last date of attendance for this term (MM/DD): 10/09 \* cannot process without this date

- ☐ International Student  
☒ Undergraduate Student  
☐ Graduate Student  
☐ Receive Veterans benefits  
☐ Receive benefits from Cal Poly NCAA Division I team

### Section 1

Reason for withdrawal:

student's serious and compelling reason

If approved, I understand I will receive a "W" grade for all courses enrolled in this term.

Student Signature John Doe Date 10/9/19

# Term Withdrawal - Serious and Compelling, cont'd



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## Section 2

Signatures are required from the Student Accounts Office (01-211) and Financial Aid Office (01-212). Withdrawing from the term may require you to repay grants and/or loans. Please read below.

Student Accounts Associate Signature always required Date 10/9/19

Financial Aid Associate Signature may not be required Date 10/9/19

Student Accounts will let  
student know or write NA

## Section 3

Follow the college-specific instructions below, then return this petition to the Office of the Registrar by 5:00 p.m. on the last day of class.

☐ OCOB Visit [cob.calpoly.edu/advising/withdrawal-process](http://cob.calpoly.edu/advising/withdrawal-process) to learn about the steps for completing this withdrawal.

☐ CAFES Obtain signature from your Department Chair

☐ CAED Obtain signature from your Department Chair

☐ CSM Obtain signature from your Department Chair

☒ CIA Obtain signature from your Department Chair

☐ CENG Obtain signature from Engineering Advising.

Approver Printed Name Harry Potter ☒ Approved ☐ Denied

Approver Signature Harry Potter Date 10/9/19

\* Comment is required approve withdrawal

## Important Information from Student Accounts

### Financial Aid Recipients

If you obtained a student loan while attending Cal Poly and plan on taking more than two consecutive quarters off (including summer), you must complete the exit interview process in conjunction with withdrawing from the term. For more information, go to the Student Accounts web page: <https://afd.calpoly.edu/student-accounts/>.

If you owe a balance on your general Cal Poly student account, please make this payment at the University Cashier, Admin Bldg. 01 Room 131E. If payment is impossible at this time, please speak to an analyst in Student Accounts, Admin Bldg. 01 Room 211, 805-756-1428, about a repayment plan.

Students receiving financial aid should be aware that if they totally withdraw from all classes prior to the completion of 60% of the term, they will be required to repay a pro-rated portion of the scholarships, grants, and/or loans disbursed to them for that quarter. For additional information, contact the Financial Aid Office at 805-756-2927.

# Term Withdrawal - Emergency Reason



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SAMPLE

## Term Withdrawal Petition

For Emergency Reason Only – Documentation Required\*

Due: Friday, December 7, 2019

Undergraduate students may withdraw from **NO MORE THAN 28** quarter units for non-medical reasons

It is the student's responsibility to obtain all signatures and submit the form by due date.

Appropriate documentation indicating the circumstances listed on the form must accompany withdrawal petition.

### Student Information

Last Name Doe First Name Jane  
Student EMPL ID (9 digits) 024681012 Phone 888-8888 Major Food

### Request

\*Last date of attendance for this term (MM/DD): 11/09 \*cannot process without this date

- ☐ International Student  
☒ Undergraduate Student  
☐ Graduate Student  
☐ Receive Veterans benefits  
☐ Receive benefits from Cal Poly NCAA Division I team

### Section 1

Emergency reason for withdrawal is required attach documentation and additional statement. In cases of extreme confidentiality, sealed documentation may be submitted separately to the Dean's Office. (Executive Order 1037 and Academic Senate Resolution AS-702-10).

student's emergency reason

If approved, I understand I will receive a "W" grade for all courses enrolled in this term.

Student Signature Jane Doe Date 11/9/19

# Term Withdrawal - Emergency Reason, cont'd



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## Section 2

If you receive Financial Aid, signatures are required from the Student Accounts Office (001-211) and Financial Aid Office (001-212). Withdrawing from the term may require you to repay grants and/or loans. Please read below.

Student Accounts Associate Signature always required Date 11/9/19

Financial Aid Associate Signature may not be required Date 11/9/19

student accounts will let  
student know or write NA

## Section 3

Follow the college-specific instructions below, then return this petition to the Office of the Registrar by 5:00 p.m. on the last day of class.

☐ OCOB Visit [cob.calpoly.edu/advising/withdrawal-process](http://cob.calpoly.edu/advising/withdrawal-process) to learn about the steps for completing this withdrawal.

☒ CAFES Obtain signature from your Associate Dean

☐ CAED Obtain signature from your Associate Dean

☐ CSM Obtain signature from your CSM- Student Services (Bldg 53-211)

☐ CLA Obtain signature from your Associate Dean

☐ CENG Obtain signature from Engineering Advising.

Approver Printed Name Hermione Granger ☒ Approved ☐ Denied

Approver Signature Hermione Granger Date 11/9/19

Comment is required \*approve student's request

## Important Information from Student Accounts

### Financial Aid Recipients

If you obtained a student loan while attending Cal Poly and plan on taking more than two consecutive quarters off (including summer), you must complete the exit interview process in conjunction with withdrawing from the term. For more information, go to the Student Accounts web page: <https://efid.calpoly.edu/student-accounts>.

If you owe a balance on your general Cal Poly student account, please make this payment at the University Cashier, Admin Bldg. 01 Room 1311. If payment is impossible at this time, please speak to an analyst in Student Accounts, Admin Bldg. 01 Room 211, 805-756-1428, about a repayment plan.

Students receiving financial aid should be aware that if they totally withdraw from all classes prior to the completion of 60% of the term, they will be required to repay a pro-rated portion of the scholarships, grants, and/or loans disbursed to them for that quarter. For additional information, contact the Financial Aid Office at 805-756-2927.

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TEL: 805-756-2395 FAX: 805-756-7237 [www.registrar.calpoly.edu](http://www.registrar.calpoly.edu)

# Grade Change - Example 1

## sample Grade Change Form

Instructor: To change a student's final course grade, please complete this form, obtain required signatures, and copy for records before submission to the Office of the Registrar. Please bring your staff/faculty ID card. Forms cannot be accepted from student assistants.

Grade change guidelines are the the reverse.

A grade of W cannot be assigned with this form.

### Student Information

Last Name Doe First Name Jane  
Student EMPL ID (9 digits) 012345678 Phone 444-4444 Major FUN

### Request

Course and Section [ex. Eng 134-01] FUN 202-9 Class Number [ex. 1234] 1234 Term/Year [ex. Fall 2018] Spring 2019  
\*Date of coursework completion (required) MM/DD/YYYY 06/07/2019 Change grade from C+ Change grade to B  
☐ Unit Change Change unit from \_\_\_\_\_ Change unit to \_\_\_\_\_  
Instructor Printed Name Bob Apples  
Signature Bob Apples Date 10/9/19

### Reason for Grade Change

#### Required

Note: Instructors may not allow students to perform extra work after the end of the course to improve grade unless the student received an incomplete ("I") grade or RP.

- ☒ Error in original grade (miscalculation, instructor error, grade roster error).
- ☐ Coursework has been submitted to remove an existing incomplete ("I") or repeat in progress ("RP") grade.
- ☐ Instructor did not submit the grade before the quarter's deadline.
- ☐ Other: \_\_\_\_\_

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Revised 07.24.18  
CHGRADE



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# Grade Change - Example 1, cont'd

## Additional Signatures

\* Department head/Chair offering course Printed Name Harry Potter  
Signature Harry Potter Date 10/9/19  
\* Dean offering course Printed Name Hermione Granger  
Signature Hermione Granger Date 10/9/19

## Grade Change Guidelines

### \* Academic Grades (A-NC):

May be changed on the grade roster in the Faculty Center until the end of the 7th week of the following quarter. After the 7th week, a grade change form must be submitted including all signatures.

Must be changed within one year from the end of the term the original grade was awarded.

After one year for senior project classes, all signatures are required.

After three years for thesis classes, all signatures are required.

### Administrative Grades (U/RP):

May be changed on the grade roster in the Faculty Center until the end of the 7th week of the following quarter. After the 7th week, up to one year, a grade change form must be submitted and only requires instructor signature.

Must be changed within one year from the end of the term the original grade was awarded, unless it is a Senior Project or Thesis class. (Senior Project and Thesis classes follow same guidelines as stated above in Academic Grades section).

### Administrative Grade (RD):

RD grades require a grade change form and cannot be changed via the Faculty Center.

Grade change forms should be submitted no later than the second week of the subsequent term.

RD grades never change automatically and will remain as RD on a student's record until a grade change is submitted. Students cannot graduate with an RD grade on their record.

Only the instructor's signature is required if submitted within one year.

### Policy Information:

A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.

A change of grade submitted 60 days after a student's degree has been posted will not be processed.

Academic Senate Resolutions and Executive Orders determining grade change policies can be located at:

- <https://academic.senate.calpoly.edu/content/resolutions>
- <https://www.calstate.edu/EO/EO-1037.html>

AS 384-92/IC  
AS 477-97/IC  
AS 647-06  
EO 1037



# Grade Change - Example 2

## Sample Grade Change Form

**Instructor:** To change a student's final course grade, please complete this form, obtain required signatures, and copy for records before submission to the Office of the Registrar. Please bring your staff/faculty ID card. Forms cannot be accepted from student assistants

Grade change guidelines are the the reverse.

\*A grade of W cannot be assigned with this form.

### Student Information

Last Name Doe First Name Jane  
Student EMPL ID (9 digits) 012345678 Phone 444-4444 Major FUN

### Request

Course and Section (ex. Engl 134-01) FUN 101-01 Class Number (ex. 1234) 1234 Term/Year (ex. Fall 2018) Winter'19

\* Date of coursework completion (required)MM/DD/YYYY 6/15/19\* Change grade from I Change grade to A-

☐ Unit Change Change unit from \_\_\_\_\_ Change unit to \_\_\_\_\_

Instructor Printed Name Bob Apples

Signature Bob Apples Date 10/9/19

### Reason for Grade Change

#### Required

Note: Instructors may not allow students to perform extra work after the end of the course to improve grade unless the student received an incomplete ("I") grade or RP.

☐ Error in original grade (miscalculation, instructor error, grade roster error).

☒ Coursework has been submitted to remove an existing incomplete ("I") or repeat in progress ("RP") grade.

☐ Instructor did not submit the grade before the quarter's deadline.

☐ Other: \_\_\_\_\_



# Grade Change - Example 2, cont'd



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## Additional Signatures

Department head/Chair offering course Printed Name not required for this change

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean offering course Printed Name not required for this change

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Grade Change Guidelines

### Academic Grades (A-NC):

May be changed on the grade roster in the Faculty Center until the end of the 7th week of the following quarter. After the 7th week, a grade change form must be submitted including all signatures.

Must be changed within one year from the end of the term the original grade was awarded

After one year for senior project classes, all signatures are required

After three years for thesis classes, all signatures are required

### \* Administrative Grades (I/RP):

May be changed on the grade roster in the Faculty Center until the end of the 7th week of the following quarter. After the 7th week, up to one year, a grade change form must be submitted and only requires instructor signature.

Must be changed within one year from the end of the term the original grade was awarded, unless it is a Senior Project or Thesis class. (Senior Project and Thesis classes follow same guidelines as stated above in Academic Grades section).

### Administrative Grade (RD):

RD grades require a grade change form and cannot be changed via the Faculty Center.

Grade change forms should be submitted no later than the second week of the subsequent term.

RD grades never change automatically and will remain as RD on a student's record until a grade change is submitted. Students cannot graduate with an RD grade on their record.

Only the instructor's signature is required if submitted within one year.

### Policy Information:

A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.

A change of grade submitted 60 days after a student's degree has been posted will not be processed.

Academic Senate Resolutions and Executive Orders determining grade change policies can be located at:

- <http://academic.senate.calpoly.edu/content/resolutions>
- <http://www.calstate.edu/EO/EO-1037.html>

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AS 477-97/IC  
AS 647-06  
EO 1037



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# Grade Change - Example 3

SAMPLE

## Grade Change Form

DENIED

**Instructor:** To change a student's final course grade, please complete this form, obtain required signatures, and copy for records before submission to the Office of the Registrar. Please bring your staff/faculty ID card. Forms cannot be accepted from student assistants

Grade change guidelines are the reverse.

A grade of W cannot be assigned with this form.

### Student Information

Last Name Doe First Name Jane  
Student EMPL ID (9 digits) 012345678 Phone 444-4444 Major FUN

### Request

Course and Section (ex. Engl 134-01) FUN 100 Class Number (ex. 1234) 1234 Term/Year (ex. Fall 2018) Spring 2018  
Date of coursework completion (required) MM/DD/YYYY 10/9/19 <sup>after 1yr deadline</sup> Change grade from I(F) Change grade to A

☐ Unit Change Change unit from \_\_\_\_\_ Change unit to \_\_\_\_\_

Instructor Printed Name Bob Apples

Signature Bob Apples Date 10/9/19

### Reason for Grade Change

#### Required

Note: Instructors may not allow students to perform extra work after the end of the course to improve grade unless the student received an incomplete ("I") grade or RP.

- ☐ Error in original grade (miscalculation, instructor error, grade roster error).
- ☒ Coursework has been submitted to remove an existing incomplete ("I") or repeat in progress ("RP") grade.
- ☐ Instructor did not submit the grade before the quarter's deadline.
- ☐ Other: \_\_\_\_\_



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# Grade Change - Example 3, cont'd

## Additional Signatures

Department head/Chair offering course Printed Name Harry Potter

Signature Harry Potter

Date 10/9/19

Dean offering course Printed Name Hermione Granger

Signature Hermione Granger

Date 10/9/19

## Grade Change Guidelines

### Academic Grades (A-NC):

May be changed on the grade roster in the Faculty Center until the end of the 7th week of the following quarter. After the 7th week, a grade change form must be submitted including all signatures.

Must be changed within one year from the end of the term the original grade was awarded.

After one year for senior project classes, all signatures are required.

After three years for thesis classes, all signatures are required.

### \* Administrative Grades (I/RP):

May be changed on the grade roster in the Faculty Center until the end of the 7th week of the following quarter. After the 7th week, up to one year, a grade change form must be submitted and only requires instructor signature.

### \* Must be changed within one year from the end of the term the original grade was awarded, unless it is a Senior Project or Thesis class. (Senior Project and Thesis classes follow same guidelines as stated above in Academic Grades section).

### Administrative Grade (RD):

RD grades require a grade change form and cannot be changed via the Faculty Center.

Grade change forms should be submitted no later than the second week of the subsequent term.

RD grades never change automatically and will remain as RD on a student's record until a grade change is submitted. Students cannot graduate with an RD grade on their record.

Only the instructor's signature is required if submitted within one year.

### Policy Information:

A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.

A change of grade submitted 60 days after a student's degree has been posted will not be processed.

Academic Senate Resolutions and Executive Orders determining grade change policies can be located at:

- <http://academic.senate.calpoly.edu/content/resolutions>
- <http://www.calstate.edu/EO/EO-1037.html>

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# Grade Change - final thought

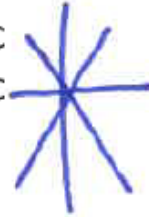
- <https://academicsenate.calpoly.edu/content/resolutions>
- <https://www.calstate.edu/EO/EO-1037.html>

AS 384-92/IC

AS 477-97/IC

AS 647-06

EO 1037



# Time Conflict

## SAMPLE Time Conflict Request

Due Monday, September 30, 2019

Only one time conflict involving two courses per quarter – no exceptions.

Student must not have registration holds and must have paid registration fees for term indicated on request.

This form does not override the 16 unit maximum during the 1st round of registration.

### Student Information

Last Name Doe First Name John  
Student EMPL ID (9 digits) 010987654 Phone 444-4444 Major KIND

### Request

Describe reason(s) for the time conflict request. Use attachments if necessary. taking two classes that overlap and are required for my graduation at end of term  
Student Signature John Doe Date 9/27/19

### Enrolled course

Lecture Course and Section (ex. Engl 134-01) KIND 101 Class number (ex. 1234) 1234 Term/Year (ex. Fall 2018) Fall 2019  
Units 4 Grading ☐ CR/NC ☒ GRADED Class day and time (ex. MWF 9:10-10) MWF 10:10-12  
Co-req Course and Section may be required Class number \_\_\_\_\_ Term/Year \_\_\_\_\_  
Units \_\_\_\_\_ Class day and time \_\_\_\_\_

### Both Instructors must sign

Lecture Instructor Printed Name Al Dente  
Lecture Instructor Signature Al Dente Date 9/27/19  
Lab/Act Instructor Printed Name \_\_\_\_\_  
Lab/Act Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Instructor Statement

Instructor Statement: Describe how missed time will be resolved. student will be coming to office hours to make up missed time  
Instructor name Al Dente

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Revised 06.19.18  
CONFLICT



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# Time Conflict, cont'd



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Course to be added			
Lecture Course and Section (ex. Engl 134-01; <u>FUN 461</u> )	Class number (ex. 1234; <u>4321</u> )	Term/Year (ex. Fall 2018; <u>Fall 2019</u> )	
Units <u>4</u>	Grading <input type="checkbox"/> CR/NC <input checked="" type="checkbox"/> GRADED	Class day and time (ex. MWF 9:10-10; <u>TR 9:10-11</u> )	
Co-req Course and Section	Class number	Term/Year	
Units	Class day and time		
Both Instructors must sign			
Lecture Instructor Printed Name <u>Dan Deline</u>			
Lecture Instructor Signature <u>Dan Deline</u>		Date <u>9/27/19</u>	
* <input checked="" type="checkbox"/> OVERRIDE ENROLLMENT CAPACITY? <input checked="" type="checkbox"/> OVERRIDE PREREQUISITES?			
Lab/Act Instructor Printed Name			
Lab/Act Instructor Signature		Date	
<input type="checkbox"/> OVERRIDE ENROLLMENT CAPACITY? <input type="checkbox"/> OVERRIDE PREREQUISITES?			
Additional Signatures for Time Conflict			
<input type="checkbox"/> <u>not always necessary</u> OVERRIDE ENROLLMENT EXCEEDING 22 UNIT MAXIMUM?			
Depart Head/Chair Printed Name <u>Pearl E. White</u>			
Depart Head/Chair Signature <u>Pearl E. White</u>		Date <u>9/30/19</u>	
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			
Dean Printed Name <u>Tim Burr</u>			
Dean Signature <u>Tim Burr</u>		Date <u>9/30/19</u>	
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			
Possible Scenarios for Approving Class Time Conflicts			
Music ensemble courses (examples from the 2015-17 catalog include MU 170 and MU 370). Courses that do not meet at their regularly scheduled times (examples from the 2013-15 catalog include senior project courses, POLS 111, SCM 150). Students who have registered for a course with a lecture/laboratory combination, but who have already passed the laboratory component of the course (so-called "ghost labs") and have a time conflict with the scheduled laboratory time. Students who have registered for a course with a lecture/laboratory combination and have a time conflict with the schedule laboratory time, but who can complete the laboratory component with another section of the course. Undergraduate students who, in order to facilitate graduation, have no other option, are within three quarters of graduation, and, in the process, do not circumvent other University policies, procedures, or deadlines.			

CAL POLY

Office of the Registrar 1 Grand Ave. San Luis Obispo, CA 93407-0033  
TEL: 805-756-2396 FAX: 805-756-7237 [www.registrar.calpoly.edu](http://www.registrar.calpoly.edu)

# Evaluations Forms

A decorative topographic map pattern with wavy contour lines, rendered in a light gray color, located in the bottom right corner of the left sidebar.

Major/Support Course  
Substitution

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GE Substitution

---

GE Course Substitution  
for Study Abroad

---

Petition for Special  
Consideration

---

Change of Degree  
Completion Term

---

Former Student  
Evaluation Request

---



Name: \_\_\_\_\_ Student Empl ID: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Major: Civil Engineering  
Cal Poly Email Address: \_\_\_\_\_ Concentration: \_\_\_\_\_  
Expected Degree Completion Term: Sp 21 Catalog Year: 19-20  
(Ex: Spring 2019) (Ex: 2017-2019)

PLEASE USE: Engr 009 Statics 3  
Course Prefix & Number (Ex: ENGL 1A) Title: (Ex: English Composition) Quarter Units  
TAKEN AT ☒ TO BE TAKEN AT ☐ When: Spring 2019 Where: Portland State  
(Ex: Spring 2017) (Cuesta College)

If course is not a Cal Poly course, attach a course description and if possible, a syllabus.

TO SUBSTITUTE FOR: Me 211 Engineering Statics 3  
(If applicable) Course Prefix & Number (Ex: ENGL 134) Title: (Ex: English: Writing Exposition) Quarter Units

Reason for Substitution: took equivalent course in Oregon.

If the course is also being used to satisfy a GE requirement, which GE Area? n/a (Ex B2, D5, C4)

I acknowledge that approval would not alter prerequisites for future courses in my major or change the total number of units required in residence or for my graduation.

Student's Signature Ryo Mark

Obtain Signatures in the Order Listed: (Recommenders may attach documents or comments to this form)

I DO <input checked="" type="checkbox"/>	I DO NOT <input type="checkbox"/>	RECOMMEND APPROVAL	<u>SB</u>	<u>8/20/19</u>
I have consulted with the student about the petition. <input checked="" type="checkbox"/>			Student Advisor's Signature	Date
I DO <input checked="" type="checkbox"/>	I DO NOT <input type="checkbox"/>	RECOMMEND APPROVAL	<u>Wm Dwyer</u>	<u>8/24/19</u>
Need for this signature VARIES. Check with your advisor.			Chair of Dept (offering required course) Signature	Date
I DO <input checked="" type="checkbox"/>	I DO NOT <input type="checkbox"/>	RECOMMEND APPROVAL	<u>Wm Dwyer</u>	<u>8/30/19</u>
			Student's Dept Chair/Head Signature	Date
I DO <input checked="" type="checkbox"/>	I DO NOT <input type="checkbox"/>	RECOMMEND APPROVAL	<u>Wm Dwyer</u>	<u>9/1/19</u>
			Student's College Dean Signature	Date

The Office of the Registrar will forward this petition to the Associate Vice Provost ONLY IF signature is required.

I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_ APPROVE n/a

# Major or Support Course Substitution



# Petition for GE Course Substitution



CAL POLY

SAMPLE

## CAL POLY

Office of the Registrar

PETITION FOR GE COURSE SUBSTITUTION/EXCEPTION (not for major/support)

See Reverse for Instructions on Use and Processing

Return all copies to the Office of the Registrar, Administration Building, Room 222

In most cases, courses taken at Cal Poly that have not been approved for GE credit will NOT be allowed to count for GE.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Local Phone: \_\_\_\_\_ Major: Kine  
Cal Poly Email: \_\_\_\_\_ Concentration: Health Science  
Expected Grad Term Sp 20 Catalog Year 17-19  
(Ex: Spring 2018) (Ex: 15-17; 17-19)

PLEASE CONSIDER: Engl 301 20<sup>th</sup> Cent. Amer. Lit 4  
Course Prefix & Number (Ex: ENGL 1A) Course Title (Ex: English Composition) Quarter Units

Taken at ☐ To be taken at ☒ When: Spring '20 Where: BYU  
(Ex: Fall 2015) (Ex: Cuesta College)

If the course is not a Cal Poly course, attach a course description and, if possible, a syllabus.  
Petitions without documentation will not be considered.

TO COUNT FOR CAL POLY GE AREA: C4 (Ex: D3; C4)

**Reason for substitution:** You must give a clear and complete reason for your request for substitution in order for your petition to be considered. If you need more space, you may attach a page of additional explanation.

Student comments: I want to take a GEC4 class online. Engl 301 is similar to Engl 343 which is a GEC4 at Cal Poly.

I acknowledge that approval would not alter prerequisites for future courses in my major or change the total number of units required in residence or for my graduation.

[Signature]  
Student's Signature Date

1. I have consulted with the student about the petition.

Advisor-Comments: \_\_\_\_\_

[Signature] 9/1/2019  
Student Advisor's Signature Date

2. Office of the Registrar, Administration Bldg, Room 222

Evaluations' Comments: \_\_\_\_\_

[Signature] 9/10/2019  
Evaluations' Signature Date

BYU's GE list is very small (for Upper Division Humanities). Engl 301 has a similar title to Engl 343 (C4) @ Cal Poly.

3. I DO ☒ I DO NOT ☐ APPROVE

[Signature] 10/1/19  
Vice Provost Date



# GE Course Substitution for Study Abroad

ge.calpoly.edu

**CAL POLY**  
SAN LUIS OBISPO

AUG 08 2019

**GE COURSE SUBSTITUTION FOR STUDY ABROAD**  
(Do Not Use for Major or Support Courses)  
See Reverse for Important Information

AUG 05 2019

Name:

Charlotte Smith

Student ID #:

CAL POLY  
INTERNATIONAL CENTER

Local Phone:

Major:

Agribusiness

Cal Poly Email:

Minor (if applicable):

Expected Grad. Term:

2021 Spring

Study Abroad Program, Host University, City and Country:

CEA, CEA Florence Center, Florence, Italy

Dates of Study Abroad Program (ex: From Sept 20 to Dec 20): From:

August 2019  
Month Year

December 2019  
Month Year

As the Study Abroad Advisor, I have consulted with this student regarding courses to be taken or that have been taken abroad.

1. Study Abroad Advisor Signature (Required)

Chris Oliver

Date

8/2/19

I would like to substitute the Study Abroad course(s) below for GE credit; I acknowledge that approval does not: (1) alter prerequisites for future courses in my major or (2) change the number of units required in residence or (3) alter my graduation requirements.

2. Student Signature

C. Smith

Date

07/29/2019

Office Use Only

L = Lower Division and U = Upper Division.

#3: Y = Recommend or N = Do NOT Recommend approval

#4: FINAL DECISION Y = Approved or N = Not Approved

Study Abroad Course Information to count for GE Area (Note: A single class can count for only one GE area)

L/U	Course Prefix & No.	Course Title: (e.g., Danish Literature 1550 - Present)	Cr. Units	GE Area (e.g., C1)	3. Evaluations		4. FINAL DECISION
					Y/N	Initial	Y/N
U	SOC 300	The Culture of Food & Wine in Italy	4.5	C4			N/N
U	ARTH 335	Secrets, Signs & Symbols in Italian Art & Exercises in Iconography	4.5	C4, C3			Y/Y/Y
U	SOC 341	The Policies of Organized Crime: Mafia & anti-Mafia in Italy	4.5	D3, D5			Y/Y

5. Associate Vice Provost Signature:

Alia M. Medina

Date:

8/30/19

For the courses listed above, attach supporting documentation in course description to visually confirm that the proposed course is similar to the International Center's course. If the course is not similar, attach a letter from the International Center's course coordinator.



**CAL POLY**

# Petition for Special Consideration

SAMPLE

CAL POLY  
SAN LUIS OBISPO

## PETITION FOR SPECIAL CONSIDERATION

**NOTE:** This petition is to be used for exceptions to regulations. DO NOT USE for Curriculum Substitutions.  
RETURN ALL COPIES TO THE OFFICE OF THE REGISTRAR, ADMINISTRATION BUILDING, ROOM 222.

Name: \_\_\_\_\_ Student Empl ID: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Major: mate  
Cal Poly Email Address: \_\_\_\_\_ Concentration: \_\_\_\_\_  
Expected Degree Completion Term: Spring 2020 Catalog Year: 15-17  
(Ex: Spring 2016; Winter 2017) (Ex: 2013-15; 2015-17)

What exception are you requesting? I want to take 16 units - of my final 40 degree applicable units - at another college.

What are your reasons for requesting this exception? I am moving home my last quarter and I want to take my last 16 units at a college in my home town.

Student's Signature: B Schwab Date: 8/15/19

SIGNATURE #1 MUST BE OBTAINED BEFORE OTHER SIGNATURES. OBTAIN SIGNATURES 1-4 IN THE ORDER LISTED.

### 1. Office of the Registrar, Administration Bldg., Room 222

Does this request meet requirements as listed in the University Catalog? YES ☐ NO ☒ N/A ☐  
Does this request meet requirements as listed in the State Administrative Code? YES ☐ NO ☐ N/A ☒  
Evaluations' Signature: ere fine Date: 9/24/19  
Comments: Cal Poly catalog requires 28 units in residence of the last 40 units counted toward the degree. State Admin Code does not specify.

2. I DO ☒ DO NOT \_\_\_\_\_ RECOMMEND APPROVAL \_\_\_\_\_ Date: 8/20/19

Student's Advisor \_\_\_\_\_ Date

3. I DO ☒ DO NOT \_\_\_\_\_ RECOMMEND APPROVAL \_\_\_\_\_ Date: 8/22/19

Student's Department Head/Chair \_\_\_\_\_ Date

4. I DO ☒ DO NOT \_\_\_\_\_ RECOMMEND APPROVAL \_\_\_\_\_ Date: 8/25/19

Student's College Dean \_\_\_\_\_ Date

Comments: \_\_\_\_\_

RETURN TO OFFICE OF THE REGISTRAR AFTER DEAN'S SIGNATURE

FINAL DECISION: I DO ☒ DO NOT \_\_\_\_\_

APPROVE

Senior Vice Provost, Academic Programs and Planning



CAL POLY

# Change of Degree Completion Term Request

## Change of Degree Completion Term Request

Undergraduate Students

SAMPLE

Complete this form only if you are a currently enrolled/registered student.

If requesting an extension: if this form is approved, it will allow you to register for subsequent terms, and will determine when we process your final degree check.

Do not use this form unless you already have an expected graduation term. Wait until you have been assigned a graduation term before submitting this form.

You will not be able to register beyond your stated degree completion term

**NOTE:** Approval of request does not constitute a contract between the student and the University, nor is it an official notification of remaining degree requirements. It is a permission to extend the student's graduation term.

This change will typically be processed within 48 hours of receipt of final signatures. Please return this form to the Office of the Registrar (Admin. 222). If you have questions, please contact the Evaluations Unit of the Office of the Registrar, 805-756-2396.

### Student Information

Student EMPL ID (9 digits) \_\_\_\_\_ Phone \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Major Enve Cal Poly Email \_\_\_\_\_

### Request

New Term and Year of Completion Sum 2019 Old Term and Year of Completion Spring 2019

Please state in detail your reason, or reasons, for requesting to extend your graduation term. Be as specific and thorough as possible:

I'm taking my last class online in summer.

Student Signature [Signature] Date 5/19/19

### Additional Approvals

Take this form to the appropriate office (see next page) for possible approval of an extension. If you are moving your graduation term earlier, you do not need signature approval; you should submit the form directly to the Office of the Registrar to ensure timely processing. Do not submit to your Advising Center.

☒ APPROVE ☐ DO NOT APPROVE THIS REQUEST

Please be as specific as possible about the reason(s) regarding approval or denial of the extension:

Student was unable to fit her final GE course into her Spring schedule.

College Representative \_\_\_\_\_ Title Advisor

College Representative Signature [Signature] Date \_\_\_\_\_



CAL POLY

### Former Student Evaluation Request

» This request is intended for former Cal Poly students who have not been awarded a degree and would like an evaluation. This request is not for students who were academically dismissed from Cal Poly. If you were dismissed, contact your major department or college advising center for further guidance.  
 » The evaluation you will receive will be an updated curriculum sheet showing any remaining degree requirements.

# Former Student Evaluation Request

Name: Jane Smith Student ID#: 005252763  
 Former Name: — Major: BioChemistry  
 Birth Date: 02/03/1990 Phone: (818) 503-6585  
 Email Address: jsmith90@gmail.com  
 Last Quarter Attended: Fall 2013  
 Mailing Address: 1231 Leaf Ln  
Los Angeles, CA  
90017

Other Institutions Attended	Dates Attended
<u>Pasadena City College</u>	<u>2009-2010</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

I certify under penalty of perjury under the laws of California that I have provided complete, authentic and unaltered records that pertain to me.

Signature: Jane Smith City & County: Los Angeles/Los Angeles Date: 10/1/19

Please submit this form to the Evaluations Unit. At the same time, and in the same envelope with this form, please include unopened official current transcripts from any other institutions you have attended, both prior to your attendance at Cal Poly and after. You do not need to include a Cal Poly transcript. Updated transcripts must be received in order to process your request. Transcripts on file cannot be older than two years. It may take 8-12 weeks to process a former student evaluation request. The evaluation will be sent to your mailing or email address when it is complete.



# EAP Deadline : Last Day of Instruction

registrar.calpoly.edu



## Impacts Registration Date and Time

Any student form which will change the progress towards degree  
(excludes minor coursework)



## Dates Available on Office of the Registrar Website Student Planning Calendars

### Important Dates

#### Office of the Registrar Summit

**OCTOBER 9, 2019**

Faculty and Staff, visit the [Summit Webpage](#) for session information, registration link, and additional information.

#### Fall 2019

**Enrollment Appointments Fall 2019**

Student Planning Calendar Fall 2019

Final Exam Schedule Fall 2019

#### Winter 2020

Enrollment Appointments Winter 2020

Student Planning Calendar Winter 2020

Final Exam Schedule Winter 2020

#### Spring 2020

Enrollment Appointments Spring 2020

Student Planning Calendar Spring 2020

Final Exam Schedule Spring 2020



# EAP Deadline : Last Day of Instruction

registrar.calpoly.edu

[Home](#)[Plan Your Degree ▾](#)[Register For Classes ▾](#)[Student](#)

Fall 2019 Student Planning Calendar

## *Fall 2019 Student Planning Calendar*

December 6	Friday	<p><b>Deadlines:</b></p> <ul style="list-style-type: none"><li>• Last day of instruction.</li><li>• Last day to withdraw from course(s) or term for emergency reason (5:00 pm).</li><li>• Last day to submit paperwork for Cal Poly coursework (substitutions, concentration declarations, ICS statements, etc.) and transcripts (from other colleges) in order to affect Academic Progress level for Spring and Summer 2020 registration (received in the Office of the Registrar by 5:00 pm).</li></ul>
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CAL POLY

# Student Forms Online

registrar.calpoly.edu



**CAL POLY**

Office of the Registrar

[Home](#)

[Plan Your Degree](#) ▾

[Register For Classes](#) ▾

[Student Records](#) ▾

[Forms](#) ▾

[Calendars](#) ▾

## FORMS

[Student Forms](#)

[Faculty Forms](#)



**CAL POLY**



## Office of the Registrar Forms

### Academic Progress and Records

- [Change of Degree Completion Term – Undergraduate](#)
- [Change of Degree Completion Term – Graduate](#)
- [Change of Catalog](#) (For current students wishing to change their catalog)
- [Choice of Catalog](#) (For departmental use only)
- [Former Student Evaluation Request](#)
- [Graduate Application for Graduation](#)
- GE Substitution Form – Obtain form from the Office of the Registrar (01-222)
- Major/Support Courses Undergraduate Substitution Form - Students, please refer to your major Department to obtain form (**except College of Engineering students, who should consult with College of Engineering Advising Center in building 40, room 115**)
- [U.S. Cultural Pluralism Course \(USCP\) Substitution](#) – For use by students to request that another course be used to fulfill the USCP requirement.

For information about how certain types of forms affect your Expected Academic Progress gauge (and so your registration appointment), refer to [Evaluations Form and Transcript Processing Timeline](#).

### Registration, Enrollment and Personal Information

- [Audit Petition](#)
- [Excess Units Request](#)
- [Name, ID, Date of Birth, Address change form](#)
- [Student \(EMPL\) ID Number Request](#)
- [Verification Request](#) (enrollment, GPA, expected graduation date)
- **Withdrawal** form(s) (Course and Term) are available at the Office of the Registrar.
- **Credit by Examination** (Challenging Cal Poly Courses) form available at the Office of the Registrar.
- Intrasytem Visitors and/or Intrasytem Concurrent Enrollment Application Forms available at the Office of the Registrar.
- **Time Conflict** form available at the Office of the Registrar.





# Thank you

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CAL POLY