Forms!

Yes - We Have Forms

Presented by:
Bond Allen - Records
Courtney Wimmer - Evaluations
During Sessions, please...

- Silence Cell Phones
- Save Questions to the end of the Session
- Avoid Side Conversations
- Complete Our Survey

...Thank You!
Overview

- Review Most Commonly Used Forms
- Purpose for each Form
- Form Deadlines
- Processing Timeline
Record Forms

Course Withdrawal – Serious and Compelling
Course Withdrawal – Emergency Reason
Term Withdrawal – Serious and Compelling
Term Withdrawal – Emergency Reason

Grade Change Form
Time Conflicts
Course Withdrawal - Serious and Compelling

Sample

Course Withdrawal Petition
For Serious and Compelling Reasons

Due: Wednesday, November 6, 2019

Undergraduate students may withdraw from NO MORE THAN 18 quarter units for non-medical reasons. Return this petition to the Office of the Registrar (815-726) by 3:00 p.m.

*For students withdrawing from courses in DUS, ECON or IT, visit ODCS website at this link:
https://www.polycal.u/s/student/services/withdraw-

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 necessity reasons WILL NOT apply to the above 18-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 Co-requisite courses will also be withdrawn.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 signature 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Any and all co-requisite courses will also be withdrawn.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 ID (9 digits): 012345678
Phone: 867-5309
Major: FUN

Request

Course and Section: FUN 101
Class/Quarter: 1234	Fall 2019

Undergraduate Student
Graduate Student
International Student
Receive Veteran Benefits
Receive benefits from Cal Poly NCAA Division One

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. If approved, a grade of "W (Withdrawal)" is assigned to the course petitioned.

Student Signature: 
Date: 10/9/19

Cal Poly
Office of the Registrar
1 Grand Ave., San Luis Obispo, CA 93407-0033
Toll Free: 800-746-1268
Fax: 805-756-2177
www.register.calpoly.edu
Course Withdrawal - Serious and Compelling, cont’d
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 (E1-335) by 5:00 p.m.

*For students withdrawing from courses in BUS, ECON or IE, visit OOR/website within link: www.obr.calpoly.edu/student_services/withdrawals/record to learn about the steps for completing this withdrawal.

Student Information:

This petition is for emergency reasons beyond the student’s control. If not in themselves sufficient reason 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 relevant to 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.

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

Last Name: Doe  First Name: John
StudentEMPLID (9 digits): 067891011  Phone: 555-5555 Major: HUG

Request:

Course and Section (ex: ENG 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
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: [Signature]
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: [Signature]
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 Office of Student Services (03-000) for required signature: Amy Carter.
For Science and Math courses, go to College of Science and Math Student Services, (03-211)
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: [Signature]
Date: 11/9/19
Associate Dean Comments are required: * agree, student needs to withdraw
Term Withdrawal - Serious and Compelling

Student Information

Last Name: Doe
First Name: John
Student 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

- Undergraduate Student
- Graduate Student
- Receive Veterans benefits
- Receive benefits from Cal Poly NCAA Division I

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: Doe
Date: 10/9/19
Term Withdrawal - Serious and Compelling, cont'd

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:  
Date: 10/9/19

Financial Aid Associate Signature:  
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.

☐ OCEB Visit cob.calpoly.edu/advising/withdrawal-process to learn about the steps for completing this withdrawal.

☐ CAFES Obtain signature from your Department Chair

☐ CENG Obtain signature from your Department Chair

☐ CSM Obtain signature from your Department Chair

☐ CLA 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://fad.calpoly.edu/student_accounting.

If you owe a balance on your general Cal Poly student account, please make this payment at the University Cashier, Admin Bldg. 01, Room 133E. If payment is impossible at this time, please speak to an analyst in Student Accounts, Admin Bldg. 01 Room 211, 805-756-1438, 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

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: 989-8888
Major: Food

Request
Last date of attendance for this term (MM/DD): 11/6/19 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 in accordance 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

Section 2

If you receive Financial Aid, 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: [Signature] Date: 11/9/19

Financial Aid Associate Signature: [Signature] 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 3:00 p.m. on the last day of class.

☐ OCBA Visit ocba.calpoly.edu/advising/withdrawal-process to learn about the steps for completing this withdrawal.

☐ CAFES Obtain signature from your Associate Dean

☐ CSU Obtain signature from your Associate Dean

☐ CM Student Services: Bldg. 53-211

☐ LA Obtain signature from your Associate Dean

☐ CENG obtain signatures from Engineering Admissions

Approver Print Name: Hermione Granger

Approver Signature: [Signature]

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 CalPoly 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 website page: https://www.calpoly.edu/studentfinance/aid/exit.

If you owe a balance on your general Cal Poly student account, please make this payment at the University Classroom, Admin Bldg. 01 Room 131. 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.
Grade Change

Example 1

Grade Change Form

Instructor: To change a student’s final course grade, please complete 33a 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.

Student Information

Last Name: Doe
First Name: Jane
Student ID (6 Digits): 012345678
Phone: 544-444-4444
Major: FUN

Request

Course and Section (if 1354-01): FUN 201 Class Number (if 1354-1234): TBA Term/Year (if 2019): Spring 2019
Date of coursework completion (required) (MM/DD/YY): 03/01/2020
Change grade from: C
Change grade to: B

Instructor Printed Name: Bob Apples
Signature: [Signature]
Date: 03/01/2020

Reason for Grade Change

Required

Note: Instructor 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 B.

☐ Instructor error or grade misstatement
☐ Instructor chooses to change grade

☐ Instructor chose grade change before the quarter 12/2019
☐ Other:

Grade Change Guidelines are in the reverse.
A grade of W cannot be assigned with this form.

Office of the Registrar
1550 E. Campus Rd., San Luis Obispo, CA 93407-0268
TELEPHONE: 805-756-2329
FAX: 805-564-3277
www.registrar@calpoly.edu

Cal Poly
Grade Change - Example 1, cont’d
Grade Change – Example 2
Grade Change - Example 2, cont'd
Grade Change - Example 3
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 Grade (A-NK):
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/F/P):
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 (E/D):
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://academicsenate.cal Poly.edu/academic-resolution
http://www.cal Poly.edu/OE-ED1037.html

AS 364-001C
AS 477-002C
AS 647-0X
EC 1037

Cal Poly
Office of the Registrar 1 Grand Ave, San Luis Obispo, CA 93407-0003
Grade Change – final thought

- [https://academicsenate.calpoly.edu/content/resolutions](https://academicsenate.calpoly.edu/content/resolutions)
- [https://www.calstate.edu/EO/EO-1037.html](https://www.calstate.edu/EO/EO-1037.html)

AS 384-92/IC
AS 477-97/IC
AS 647-06
EO 1037
# Time Conflict Request

**Date:** Monday, September 30, 2019  
**Student must not have registration holds, and must have paid registration fees for term included on request.**  
This form does not override the 30 unit maximum during the 1st round of registration.

<table>
<thead>
<tr>
<th><strong>Student Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name</strong></td>
<td>Doc</td>
</tr>
<tr>
<td><strong>First Name</strong></td>
<td>John</td>
</tr>
<tr>
<td><strong>Student EMPL D (9 digits)</strong></td>
<td>0102983654</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>444-4444</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>KIND</td>
</tr>
</tbody>
</table>

**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**  
**Date** 9/27/19

<table>
<thead>
<tr>
<th><strong>Enrolled course</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lecture Course and Section</strong> (ex. ENG 234-01)</td>
<td></td>
</tr>
<tr>
<td><strong>KIND 101</strong> Class number (ex. 1234)</td>
<td>Fall 2019</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Grading</strong></td>
<td>CR/NC</td>
</tr>
<tr>
<td><strong>Class day and time</strong> (ex. MWF 9:10-10)</td>
<td>MWF 10:10-12</td>
</tr>
<tr>
<td><strong>Core course and Section</strong> may be required</td>
<td></td>
</tr>
<tr>
<td><strong>Class day and time</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Both Instructors must sign**

| **Lecture Instructor Printed Name** | Al Dente |
| **Lecture Instructor Signature** |  |
| **Lab/Act Instructor Printed Name** |  |
| **Lab/Act Instructor Signature** |  |

**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**  
**Date** 9/27/19

---

**CAL POLY**  
Office of the Registrar  
2 Grand Ave., San Luis Obispo, CA 93407-0933  
Tel: 805-756-4265  Fax: 805-756-7720  
www.registrar.calpoly.edu
### Course to be added

<table>
<thead>
<tr>
<th>Units</th>
<th>Grading</th>
<th>Class number</th>
<th>Term/year</th>
<th>Class day and time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>CR/NC</td>
<td>4321</td>
<td>Fall 2019</td>
<td>TR 9:10 - 11</td>
</tr>
</tbody>
</table>

**Units:**

**Class number:**

**Term/year:**

---

**Both Instructors must sign**

**Lecture Instructor Printed Name:** Dan Deline

**Date:** 9/27/19

**Lecture Instructor Signature:**

---

**Course to be added**

<table>
<thead>
<tr>
<th>Lab/Act Instructor Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

**Lab/Act Instructor Signature:**

---

**Overriding Enrollment Capacity**

**Overriding Prerequisites**

---

**Additional Signatures for Time Conflict**

**Not always necessary**

**Lecturer/Chair Printed Name:** Pearl E. White

**Date:** 9/30/19

**Lecturer/Chair Signature:**

---

**Dean Printed Name:** Tim Burr

**Date:** 9/30/19

**Dean Signature:**

---

**Possible Scenarios for Approving Class Time Conflicts**

**Basic unassailable courses (examples from the 2015-16 catalog include MU 278 and MU 279).**

**Courses that do not meet at their regularly scheduled times (examples from the 2015-16 catalog include senior project courses, POL 130, SMC 130).**

**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 lab”) 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.**
<table>
<thead>
<tr>
<th>Evaluations Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major/Support Course Substitution</td>
</tr>
<tr>
<td>GE Substitution</td>
</tr>
<tr>
<td>GE Course Substitution for Study Abroad</td>
</tr>
<tr>
<td>Petition for Special Consideration</td>
</tr>
<tr>
<td>Change of Degree Completion Term</td>
</tr>
<tr>
<td>Former Student Evaluation Request</td>
</tr>
</tbody>
</table>
MAJOR OR SUPPORT COURSE SUBSTITUTION/EXCEPTION
Return All Copies to the Office of the Registrar, Administration Building, Room 222.

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

PLEASE USE:

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) (Contra Costa College)

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

TO SUBSTITUTE FOR:
(Course Prefix & Number (Ex: ENVL 134) Title: (Ex: English, Writing Exp.).
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, D6, E1)
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

Obtain Signatures in the Order Listed: (Recommenders may attach documents or comments to this form)
I DO x I DO NOT RECOMMEND APPROVAL
I have consulted with the student about the petition. x
Student Advisor’s Signature Date 8/20/19

I DO x I DO NOT RECOMMEND APPROVAL
Need for this signature VARIES. Check with your advisor.
Chair of Dept (offering required course) Signature Date 8/29/19

I DO x I DO NOT RECOMMEND APPROVAL
Student’s Dept Chair/Head Signature Date 8/30/19

I DO x I DO NOT RECOMMEND APPROVAL
Student’s College Dean Signature Date 9/1/19

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
Petition for GE Course Substitution

Cal Poly
Office of the Registrar

PETITION FOR GE COURSE SUBSTITUTION/EXCEPTION (not for major/sup) 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:
Local Phone: Major:
Cal Poly Email: Concentration: HEALTH SCIENCE

Expected Grad Term Sp 20 Catalog Year 17-18
(Ex: Spring 2019) (Ex: 15-17; 17-19)

PLEASE CONSIDER:

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>20th Cent. Amer Lit</th>
<th>Quarter Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 301</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

To Count for Cal Poly GE Area: C4 (Ex: D5, 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 GE C4 class online. Engl 301 is similar to Engl 343 which is a GE C4 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.


1. I have consulted with the student about the petition.
   Advisor Comments: 
   Student’s Signature: 
   Date: 
   Student Advisor’s Signature: 
   Date: 

2. Office of the Registrar, Administration Bldg, Room 222
   Evaluation Comments: BYU’s GE list is very small. (For Upper Division Humanities) Engl 301 has a similar title to Engl 343 (C4) at Cal Poly.
   Evaluation’s Signature: 
   Date: 

3. I DO [x] I DO NOT [ ] APPROVE
   Vice Provost: 
   Date: 
   
   Cal Poly
GE Course Substitution for Study Abroad

g.e.calpoly.edu
Petition for Special Consideration

Name: __________________________  Student ID: __________________________

Phone #: __________________________  Major: __________________________

Cal Poly Email Address: __________________________  Concentration: __________________________

Expected Degree Completion Term: Spring 2020

Catalog Year: 15-17

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: __________________________  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 X N/A

Does this request meet requirements as listed in the State Administrative Code? YES NO X N/A

Evaluations Signature: __________________________  Date: 8/15/19

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 X DO NOT ______ RECOMMEND APPROVAL

Student’s Advisor: __________________________  Date: 8/20/19

3. I DO X DO NOT ______ RECOMMEND APPROVAL

Student’s Department Head/Chair: __________________________  Date: 8/24/19

4. I DO X DO NOT ______ RECOMMEND APPROVAL

Student’s College Dean: __________________________  Date: 8/25/19

Comments: __________________________

RETURN TO OFFICE OF THE REGISTRAR AFTER DEAN’S SIGNATURE

FINAL DECISION: I DO X DO NOT ______ APPROVE

Senior Vice President, Academic Programs and Planning
Change of Degree Completion Term Request

Undergraduate Students

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 resuming 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: Summer 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 ___________ 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 ___________ Date ___________
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.

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
Pasadena City College 2009-2010

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
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

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
**EAP Deadline: Last Day of Instruction**

[registrar.calpoly.edu](http://registrar.calpoly.edu)

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**Fall 2019 Student Planning Calendar**

**Fall 2019 Student Planning Calendar**

<table>
<thead>
<tr>
<th>December 6</th>
<th>Friday</th>
<th><strong>Deadlines:</strong></th>
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<tbody>
<tr>
<td></td>
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<td>• Last day of instruction.</td>
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<td>• Last day to withdraw from course(s) or term for emergency reason (5:00 pm).</td>
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<td>• 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).</td>
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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