

INSTRUCTIONS FOR PETITIONS

University policy requires the documents listed below to process any petition:

1. The correct **Petition Form** (varies by type of petition)
2. Written **statement of the reason** why you are petitioning
3. If required, attach any supporting Documentation (e.g., doctor's notes)

No one can move forward without the needed documentation from you.

Once we have the **complete** documentation from you, we will forward the documentation to the Associate Dean for approval. If the Associate Dean approves as well, then your petition will be forwarded to the Registrar's Office so your request can be processed. **The Registrar's Office reviews petitions only once a month.** Students are encouraged to monitor their my.csudh.edu; a \$10 processing fee will be added to your account in 1-2 weeks. You will then be able to pay through your portal. Your patience is appreciated!

For efficient processing, please **save each document by its name**, your LAST NAME, and date submitted. For example, for the **Change of Program Form**, the file name would be: Change of Program Form, **STUDENT NAME**, 10-15-20.

Please indicate in the Subject Line of your email: Type of Petition, Last Name, Student ID#.

Please note that the Child Development Department has no authority whether a petition is approved or denied by the Registrar's Office. Please contact them to check the status of your petition. It is the student's responsibility to follow-up with the Registrar's Office regarding approval or denials of petitions.

Records & Registration Email: registrar@csudh.edu

Phone: (310) 243-3645