

UNIVERSITY OF LA VERNE COLLEGE OF LAW
INSTRUCTIONS TO ACCOMPANY THE GENERAL PETITION FORM

GENERAL CONSIDERATIONS

1. The General Petition Form is used for a variety of reasons. These include requests to change status, schedule, etc. The form is also used to ask for an exception to or change in the application of a College of Law rule or policy. Before filing a Petition, please read and familiarize yourself with the applicable section of the Manual of Academic Policies and Procedures (MAPP).
2. File the Form as soon as possible. Do not assume that the Petition will be granted. Every effort will be made to reach a timely decision but no promises can be made as to when a decision will be reached.
3. Do not expect to have a face-to-face meeting to argue or present your case. either before or after the Petition is filed. Make your entire case in the Petition and its attachments.
4. There is no right to appeal the decision. Unless there is compelling new evidence that came to light after the decision to the original petition, requests for reconsideration will be denied.

PARTICULAR ITEMS

5. Items 1 to 9 – Fill in all the necessary information. Leaving blanks to any question may delay your Petition or result in its denial.
6. Item 10 – Explain fully how Item 8 and/or Item 9 will change if your petition is granted. Use the back of the form if you need more space.
7. Item 11 – Succinctly state what it is you want. Use the back of the form if needed.
8. Item 12 – Utilizing your legal writing skills, write the reasons why your request should be granted. Anticipate any questions that may be raised and provide the answers. Do not make conclusory statements without first providing reasons/proof that will assist to all your assertions. Refer to and attach any supporting documents/proof that will assist the Dean in deciding your petition. For example, if your request is due to a medical reason, attach an explanatory letter from your medical professional and a privacy waiver, so the Dean, if he/she chooses, may contact the individual and ask questions. Use the back of the form if you need more space and attach additional sheets as needed.
9. Item 13 – Sign and date your petition.
10. Return your Petition to the Registrar's Office. The Registrar will submit your Petition to the appropriate person with your Student File.
11. The decision will be sent to you at your La Verne email account.