How To Use The Petition For Exception Form

If, after an MBA student has submitted their Advancement to Candidacy form, he/she makes any change to the 33 units of coursework listed on their Advancement to Candidacy form (MBA Program (core) Requirements, Elective/Concentration courses and/or Culminating Experience) they must submit a Petition for Exception Form.

The **deadline** for the Petition for Exception form is in the current semester:

- January 5th for current Spring Graduation
- September 5th for current Fall Graduation

Be advised that the College of Business Administration Graduate Business Advising Center (GBAC) has its own deadlines, specific to MBA students, which are ALWAYS earlier than the dates printed on the university forms. Please see your “Steps to Graduation” and/or “Dates to Remember” for GBAC deadlines for all MBA forms. **Missed deadlines will result in a delay in registration and/or graduation.**

The purpose for the Petition for Exception Form is to amend any changes to your Advancement to Candidacy Contract. When you submit your Advancement to Candidacy you list all the core and elective courses you are planning to take and choose your Culminating Experience. If, after submitting the Advancement, you take a course different than what you listed (maybe the class you wanted was not offered or you changed your mind, etc..) you must notify the university of that change via a Petition for Exception form.

**Examples** of why you would need to use the Petition for Exception Form:

1. If you listed MBA 222 as an elective on your Advancement to Candidacy form and then took MBA 241 instead you will need to fill out the “Course Substitution” section of the Petition for Exception form. Listing MBA 222 on the “Previous Course/Units” line and the MBA 241 on the “New course/Units” line.

2. If you listed an MBA 500B Project as your culminating experience on your Advancement form and now you plan to take MBA 501 Advanced Strategic Management you will need to fill out the “Change From (check one)” culminating experience section of the Petition for Exception form. You then check the option that applies to you or write in your own as the form does not list “Project to MBA 501” as an option.

3. If you change your faculty advisor for your Thesis or Project from on faculty to a different faculty. You would fill out the “Change in Dissertation/Thesis/Project Advisor” section. Both your old and new faculty advisors must sign the form.

**Step by step instructions on how to complete the Petition for Exception form are below.** After you complete the required sections, sign and email the form to the GBAC office for processing at cba-gbac@saclink.csus.edu. We will obtain the faculty and graduate coordinator signatures on your behalf.

**STEP BY STEP INSTRUCTIONS FOR COMPLETING THE PETITION FOR EXCEPTION FORM**

This form is a fillable Pdf form and **must be typed** not handwritten. It must be submitted by the deadlines set by the College of Business Administration Graduate Business Advising Center (listed above) NOT the deadlines listed on the form.
A. **Type** in your contact information including your Sac State Student ID#. **Please also include your email at the end of the telephone number line.**

B. “**Class Level**” list your Expected Graduation Date (Spring, Summer or Fall and year). Check the Graduate box and write in your degree program with concentration (MBA Finance, MBA General etc.)

C. “**Advisor**” is your MBA concentration faculty advisor listed on the GBAC website: [http://www.cba.csus.edu/graduate/MBAAdvisors.html](http://www.cba.csus.edu/graduate/MBAAdvisors.html)

D. “**Committee Members**” you can leave this blank

E. “**Course Substitutions:**” Use this section only if, after submitting the Advancement, you take a course different than what you listed on your advancement (maybe the class you wanted was not offered or you changed your mind, etc.) For Example: If you listed MBA 222 as an elective on your Advancement to Candidacy form and then took MBA 241 instead you will need to fill out the “Course Substitution” section by listing MBA 222 on the “Previous Course/Units” line and the MBA 241 on the “New course/Units” line.

F. “**Change From (check one):**” Use this section only if you have decided to change the culminating experience that you listed on your advancement to candidacy form. For example of you listed an MBA 500B Project as your culminating experience on your Advancement form and now you plan to take MBA 501 Advanced Strategic Management you will need to fill out the “Change From (check one)” culminating experience section. You then check the option that applies to you. If there is no option for your change then you will need to write in your own as the form does not list “Project to MBA 501” or “Thesis to MBA 501” (or vice versa) as a options.

G. “**Change In Special Major Adviser or Committee**” You can leave this section blank.

H. “**Change in Dissertation/Thesis/Project Advisor:**” Use this section only if you change your faculty advisor for your Thesis or Project from one faculty to a different faculty. Both your previous and new faculty advisors must sign in this section of the form and date their signatures.

I. “**Student Signature**” You do not need your signature if you want to email the document we will use your email as your “signature”. Unless you have access to a scanner then you can print, sign, scan and email the signed petition for exception the GBAC.

J. “**For Department/Office of Graduate Studies approval**”– Leave this section blank this is for office use only. **The GBAC will get the Graduate Coordinator Signatures for you.**

K. **Submit the completed form to the GBAC** for review and processing. Please submit the form electronically by emailing it to our office **no signature is required**. Please email the Petition for Exception form to [CBA-GBAC@saclink.csus.edu](mailto:CBA-GBAC@saclink.csus.edu). Incomplete forms will be returned to you and will cause a delay in your graduation process. Remember to put your email at the end of the Telephone line on the form. Thanks!

Once submitted your Petition for Exception form will be processed by the GBAC, usually within 15 business days, and sent to the Sacramento State Office of Graduate Studies (OGS) for approval and posting to your electronic record. The OGS usually takes 10-12 weeks to process a Petition for Exception form after the GBAC submits it to their office. **You may check your status in the student portal under “Academic Requirements” in MySacState.**

Please contact the Graduate Business Advising Center (GBAC), Tahoe Hall, Room 1037, for petition advising and any immediate questions that you have via email at [CBA-GBAC@saclink.csus.edu](mailto:CBA-GBAC@saclink.csus.edu) or by phone at (916) 278-6772.

↓↓↓ See Petition for Exception Form on next page ↓↓↓
Petition for Exception

Please be sure that you have the required signatures from your Department before the form is submitted to the Office of Graduate Studies, RFC-215

Sac State ID: __________________________________________ Telephone: __________________________

Legibly PRINT name and address below:

________________________________________________________________________________________

________________________________________________________________________________________

Advisor: Print Name

Committee Members: Print Name

Print Name

☐ Course Substitutions:

Previous Course / Units: _____________________________________________

New Course / Units: _____________________________________________

☐ Request graduate credit for excess undergraduate courses taken in semester of graduation. Courses must be in excess of Bachelor’s degree; no more than 6 units are allowed to be used towards a Master’s degree. List course name, number, and unit value (i.e., CE232 - Stability of Structures, 3 units)

☐ Change from (check one):

☐ Thesis to Project

☐ Thesis/Project to Comprehensive Exam

☐ Project to Thesis

☐ Comprehensive Exam to Thesis/Project

☐ Change in Special Major Adviser or Committee. New committee members must print & sign in the approval section below.

Previous Committee Member(s): _____________________________________________

New Committee Member(s): _____________________________________________

☐ Change in Dissertation / Thesis / Project Advisor. Previous and new member must print & sign in the approval section below:

☐ Previous Dissertation/Thesis/Project Advisor: ______________________________ Date: ________

☐ New Dissertation / Thesis / Project Advisor: ______________________________ Date: ________

☐ Other Exceptions:

________________________________________________________________________________________

Student’s Signature: __________________________ Date: __________

DEPARTMENT APPROVAL

Petition: ☐ Approved ☐ Denied

Faculty Advisor: __________________________ Date: __________

** Faculty Advisor: __________________________ Date: __________

* Graduate Coordinator: __________________________ Date: __________

** Signature must be a tenure or tenure-track faculty member.

** Second Advisor and Faculty Sponsor signatures required for Special Majors candidates only.

OFFICE OF GRADUATE STUDIES APPROVAL

Graduate Dean: __________________________ Date: __________

Comments: __________________________________________

Feb-14