

August 5, 2008

DEPARTMENT CHAIRS & UNDERGRADUATE VICE-CHAIRS
PROGRAM DIRECTORS

SUBJECT: New Procedures for Undergraduate Petitions for Exceptions to Academic Senate
Regulations

The UCSD Committee on Educational Policy (CEP) is implementing changes to procedures for handling petitions for exceptions to Senate Regulations. Please find attached a new document approved by the CEP that supersedes the old 2001 guidelines for exceptions. These changes are effective Fall 2008.

The most notable changes are:

1. **WHERE TO SEND PETITIONS:** All petitions should be sent to the student's College Provost for approval. When students experience problems that require exceptions to Senate Regulations, we want the student's College to become engaged in the review and advising process. Too many such petitions for exceptions filed by any one student can signal deeper problems that college academic advisors are well placed to address. After provost approval, CEP will review petitions for final approval in order to ensure uniformity across campus.
2. **ELIMINATION OF THE "ONE-TIME-ONLY" APPROVAL:** Exceptions to Senate Regulations are made only for well-documented good cause; there should not be an arbitrary limit on how many times this can happen.
3. **CRITERIA FOR APPROVAL:** We expect students to know and adhere to the policies and deadlines in the Senate Regulations. The attached procedures address the needs of students facing extraordinary circumstances. Requests for exceptions to these deadlines without good cause and supporting documentation are not permitted. The CEP directs instructors, departments, and provosts to deny requests that do not meet the criteria described in the attached document.
4. **ONE QUARTER DEADLINE TO SUBMIT PETITIONS:** It is a student's responsibility to make sure that his or her academic record is accurate and current and to address promptly any discrepancies or problems. Except in very unusual circumstances, petitions for changes to the academic record of a single quarter must be submitted by the end of the following quarter. Requests to "clean-up" an academic record after the deadline will be denied, even if there was initially good cause to grant the exception.

Our hope is that these changes will result in more clarity to students and departments as to what constitutes a valid petition, earlier intervention in critical cases, and greater consistency across the campus in implementation of the Senate Regulations. Please feel free to send any comments to my attention, c/o the Academic Senate Office, MC 0002.

Sincerely,

Kim Griest, Chair
Committee on Educational Policy

cc: Academic Senate Chair & Vice Chair
Academic Senate Director
Associate Vice Chancellor for Undergraduate Education

Council of Provosts
DARS Coordinator
ODAPA
Registrar's Office
ChronFile

Procedures for Requesting Exceptions to Senate Regulations Committee on Educational Policy

Effective Fall 2008

Approved by the CEP on June 6, 2008
Supersedes April 23, 2002 version

Petitions requesting exceptions to Senate Regulations may be initiated by students or by advisors acting on students' behalf. Requests regarding exceptions to graduation requirements are to be submitted directly to the College Provost, while requests regarding courses and grades must be submitted first to the instructor of record and the department chair/program director for review. The department is expected to apply the following criteria to requests and approve only those petitions that merit consideration and include the required authorization & documentation. Any request missing documentation or with a poor justification should be considered invalid and returned to the student without review. If either the instructor or the chair/director deny the request, the petition shall be considered denied and returned to the student without further review. If the request is unanimously supported by the instructor and the chair/director, the petition shall be forwarded by the department to the student's College Provost for review. Petitions submitted to the College Provost for review must include all of the required forms and documentation, as outlined below. Those missing any item or appropriate signatures shall be considered invalid and will be returned to the department/program without review.

If the College Provost determines that the request meets the criteria for approval as defined below and supports the request, the College Provost may approve the petition and submit the petition to the CEP for review. The petition must include a statement of support from the College Provost regarding the basis for approval. Petitions approved by the College Provost must be submitted to the CEP within one month of that review. If the College Provost finds that the request does not meet the criteria for approval, or is otherwise unacceptable, the College Provost shall deny the petition. Denied petitions shall be returned to the department/program, with a copy to CEP, and the decision shall be considered final.

Documentation

All petitions must include the original signatures of the reviewers (stamped signatures will not be accepted). A department chair or program director may not sign for the instructor of record unless the instructor has given written authorization, is no longer employed at UCSD, or is not accessible. If the chair or director has signed, documentation showing instructor's authorization, or documentation showing that email attempts were made to contact the instructor, must be included. This authorization must be included in the petition packet, or the petition shall be considered invalid for review and returned to the department by the College Provost. Official documentation is required for all petitions. This must be independent of the student (a written statement by the student or a familiar will not be accepted), and must list the date(s) the student was away from campus or otherwise unavailable. Medical documentation will only be accepted from an authoritative source (e.g. the student's attending physician) with direct knowledge of how the medical condition impacted the student's capacity to follow campus procedures. The documentation must *clearly* show how the medical condition impacted the student's capacity to follow campus procedures.

Deadlines

Requests for exceptions to the Academic Senate Regulations must be initiated by the student within one quarter from when the course in question was taken or appears on the academic record. Requests for extensions of Incompletes must be submitted prior to the deadline to complete the work, as listed on "I" form. Petitions requesting exception to graduation requirements must be submitted to the College Provost within the student's senior year. Students whose undergraduate degree has been awarded are subject to the same one-quarter deadline; graduates may only submit petitions for courses undertaken during their final quarter at UCSD, and these must be received by the Provost by the end of the following quarter. Students deserve a timely response to their petitions. As a guideline we request that the Department, College, and CEP each attempt to respond within several weeks of receiving a petition.

Criteria for Approval

A. Retroactive Incomplete

Documentation must clearly demonstrate that circumstances beyond the student's control prevented the proper processing of the Incomplete grade. Examples of these include death in the family, illness, or traumatic event. Only those petitions that provide good cause for the request and include the required authorization and documentation may be approved. Incompletes listing reasons other than good cause (e.g. student inadvertently missed final, demands of a time-consuming job; desire to leave town for a vacation; an athletic contest; lack of sufficient time to complete course or produce a "really good" paper, etc.), will be denied.

Required forms/documentation: (1) completed *Undergraduate Student Petition* form; (2) completed *Request to Receive Grade "Incomplete" and Removal of Grade "Incomplete"* form, with the appropriate personal/class information and deadline to submit pending work; (3) memo from the Instructor of Record confirming that the student is in good academic standing in the course and meets the requirements for the Incomplete grade; and (4) official supporting documentation addressing the student's inability to complete the course.

B. Extension of Incomplete

Extensions of Incompletes will be granted when circumstances beyond the student's control prevent the student from completing the work by the deadline established by the instructor and listed on the "Incomplete" form. Students must request the extension prior to the deadline to complete the missing coursework. As with requests for Incompletes, all requests for extensions must be for good cause, such as continuing illness or hardship. Extensions will not be granted for a period lasting more than one academic quarter.

Required forms/documentation: (1) completed *Undergraduate Student Petition* form; (2) copy of original *Request to Receive Grade "Incomplete" and Removal of Grade "Incomplete"* form listing the proposed extended deadline; (3) official supporting documentation, addressing the student's inability complete the pending work by the deadline.

C. Retroactive Change of Grading Option

Requests may only be approved in cases where: (1) the student clearly attempted to change course grade option by the deadline but technical problems with TritonLink prevented the proper processing of the request; (2) serious personal circumstances (e.g. hospitalization) prevented the student from completing the change on TritonLink or in person prior to the deadline.

Required forms/documentation: (1) completed *Undergraduate Student Petition* form; (2) completed *Correction of Grade* form; (3) statement from Student Portal Services confirming technical inability to complete change, or official documentation regarding circumstances that prevented the student from completing the grade option change by the deadline.

D. Retroactive Add or Withdrawal from Course

Requests may only be approved in cases where: (1) the student clearly attempted to add or withdraw the course by the deadline but technical problems with TritonLink prevented the proper processing of the request; (2) serious personal circumstances (e.g. hospitalization) prevented the student from adding or withdrawing on TritonLink or in person prior to the deadline. Students may not request the "W" grade for "Incompletes" that have lapsed to "Fail" grades.

Requests for retroactive drops without a W grade will not be approved. Student may not request a retroactive drop for a course with a W grade.

Required forms/documentation: (1) completed *Undergraduate Student Petition* form; (2) completed *Correction of Grade* form; (3) statement from Student Portal Services confirming technical inability to complete change, or official documentation of personal circumstances that prevented the student from adding/withdrawing the course by the deadline.

E. Retroactive Withdrawal from Quarter

Requests for retroactive withdrawal from a quarter (all courses) will only be approved in cases where: (1) involuntary absence and/or other serious personal circumstances prevented the student from completing the withdrawal request in person prior to the deadline; or (2) severe problems make the assignment of “Incompletes” inappropriate (Medical or psychological hospitalization, death in the immediate family, family crisis, trauma, fire, incarceration, etc). The withdrawal request must be approved by each course instructor; no student may withdraw from a quarter if any course instructor disapproves the student’s request to withdraw from his/her course.

Required forms/documentation: (1) completed *Undergraduate Student Petition* form for each course the student was enrolled in that quarter; (2) completed *Withdrawal request* form; (3) official documentation of personal circumstances.

F. Retroactive Reinstatement of Courses

A student may request a retroactive (after the quarter) reinstatement, if reasons beyond the student’s control (e.g. problems with financial aid) prevented the proper processing of the reinstatement request.

Required forms/documentation: (1) completed *Undergraduate Student Petition* form; (2) completed *Reinstatement Request* form; (3) Completed *Corrections of Grade* form for each course added (all courses dropped must be added) with final grade assigned; (4) official documentation addressing cause of delay.

APPEALS

A student may appeal the decision of the department, College Provost, or the CEP when new and relevant information & documentation supporting the student’s request is available for review. All appeals must be reviewed by the department; department-approved appeals will be forwarded to the College Provost. If the College Provost supports the student’s request, the appeal shall be submitted to the CEP for final review. Appeals denied by the College Provost shall be considered final. Appeals denied by the CEP shall be considered final.

Appeals must be received by the College Provost no later than one quarter following the resolution of the student’s initial petition. No appeals may be submitted after this deadline.

NOTE: These procedures may be changed by the CEP at any time.