

December 1, 2014

**DEPARTMENT CHAIRS & PROGRAM DIRECTORS
COLLEGE PROVOSTS
DEAN OF THE GRADUATE DIVISION**

SUBJECT: Updated Procedures for Undergraduate and Graduate Petitions for Exceptions to Academic Senate Regulations

The Educational Policy Committee has updated its procedures for handling undergraduate and graduate petitions requesting exceptions to Academic Senate Regulations. Attached, please find the new procedures approved by EPC that supersede the old 2008 guidelines for exceptions. They are also available on the Academic Senate's website: <http://senate.ucsd.edu/operating-procedures/educational-policies/petitions/>. These changes are effective Winter 2015.

EPC's primary goal in updating the procedures is to consolidate and simplify the provided information. EPC also made minor modifications to the Criteria for Approval section for commonly requested actions. Changes include:

- Removal of the following categories:
 - Retroactive Change of Grading Option – At the undergraduate level, EPC advises the colleges and departments to accept P/NP grades on an individual basis to satisfy general education and major requirements rather than request a retroactive change of grading option. At the graduate level, these requests occur infrequently. Please note that the removal of the category does not prevent the submission of a petition to EPC for a retroactive change of grading option if the student's request merits such an action.
 - Retroactive Reinstatement of Courses – This category was not used because it overlapped with Retroactive Adds.
- Addition of the following category:
 - Retroactive Drops (no W grade) from Course – EPC added a category to provide criteria for when it would be justifiable to request a retroactive drop (with no W grade) from a course.
- Changes to the following categories:
 - Retroactive Incomplete and Extension of Incomplete – EPC updated the required documentation to remove the requirement that the *Request to Receive Grade of "Incomplete" form* be included in the petition packet. With the introduction of eGrades, many departments and programs no longer require completion of the "Incomplete" form. EPC will not require that the form be included as long as the instructor provides a brief statement verifying the date by which the student must complete the work, or in the case of requests to extend an incomplete, the original date by which the work was to be completed and the proposed extended deadline.

We hope that these changes make the petitions procedures easier to follow. Please feel free to send comments or questions to the Educational Policy Committee via Lori Hullings, Senate Analyst (lhullings@ucsd.edu).

Sincerely,



Kaustuv Roy, Chair
Educational Policy Committee

cc: Council of College Deans of Advising Department/Program MSOs
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