

**PROCEDURES FOR REQUESTING EXCEPTIONS TO SENATE REGULATIONS –
UNDERGRADUATE STUDENT PETITIONS
EDUCATIONAL POLICY COMMITTEE**

Effective Winter 2015

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Overview

The Educational Policy Committee (EPC) takes seriously its mandated responsibility to grant exceptions to the Regulations of the Academic Senate as appropriate and its obligation to ensure that requests for exceptions (both undergraduate and graduate) are handled in a transparent, fair, and consistent manner. The information below outlines student responsibilities, deadlines to submit petitions, the review process, documentation, and criteria for approval for different types of petitions. We hope you find this information helpful in preparing petitions for review.

Student Responsibilities

- **Students are expected to know and adhere to the policies and deadlines set in the Senate Regulations.**

EPC firmly believes that it is a (undergraduate and graduate) student's responsibility to know the requirements for their degree and the deadlines to add, drop, withdraw, request incompletes, change grading options, etc., for their courses. EPC also believes that it is a student's responsibility to know how to add, drop, withdraw, request incompletes, change grading options, etc., for their courses, and to implement these actions correctly. The petitions procedures address the specific needs of students facing unusual circumstances. Requests for exceptions to these policies and deadlines without good cause and supporting documentation are not permitted.

- **Students are responsible for monitoring their academic record regularly and maintaining its integrity.**

It is a student's responsibility to make sure that their academic record is accurate and current, and to promptly address any discrepancies or problems with their academic record. The Committee recommends that students check their academic record on a quarterly basis to confirm that the record correctly reflects their academic achievements. Except in very unusual circumstances, requests to "clean-up" an academic record after the specified deadlines to submit petitions will be denied.

Deadlines to Submit Petitions

- **Requests Regarding Courses and Grades:** Petitions 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:** Petitions must be submitted to the Academic Senate prior to the original deadline to complete the work.
- **Requests for Exceptions to Graduation Requirements:** Petitions should be submitted to the College Provost within the student's final year and no later than one quarter after the student's intended quarter of graduation.
- **Requests from Students Awarded their Undergraduate Degree:** 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.

Review Process

- Petitions requesting exceptions to Senate Regulations may be initiated by students or submitted by advisors acting on students' behalf.
- All reviewers (i.e. instructors, department chairs or program directors, college provosts) are expected to apply the criteria for approval documented in these procedures and approve only those petitions that merit consideration and include the required authorization and documentation.
- Petitions submitted to the department and the College Provost for review must include all of the required forms and documentation, and required signatures as outlined below. Any request with missing documentation or without the appropriate signatures, or with a poor justification should be considered invalid and returned to the student without review.
- **Requests Regarding Courses and Grades/Extensions of Incompletes:** Petitions must be submitted first to the instructor of record and the department chair/program director for 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.¹
 - If the College Provost determines that the request meets the criteria for approval as defined below and supports the request, the College Provost may submit the petition to EPC for a final decision.
 - 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 EPC, and the decision shall be considered final.
- **Requests For Exceptions to Graduation Requirements:** Petitions are submitted directly to the College Provost.
 - If the College Provost finds the request to be appropriate and supports it, the College Provost may submit the petition to EPC for a final decision.
 - If the College Provost finds that the request is unacceptable, the College Provost shall deny the petition. Denied petitions shall be returned to the department/program, with a copy to EPC, and the decision shall be considered final.

Documentation

- The Criteria for Approval section below specifies what documentation is required for common petition requests.
- 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 e-mail attempts were made to contact the instructor, must be included.
- Supporting documentation is required. 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.
 - For circumstances involving medical conditions, 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.

¹ Petitions requesting to replace a D or F grade in the GPA calculation with a grade received in a course other than the original course may be forwarded directly from the department to EPC. This is the only type of petition that may be routed directly from the department to EPC. EPC Policy on Repeating Courses with Other Courses to Replace D or F Grades: <http://senate.ucsd.edu/operating-procedures/educational-policies/courses/epc-policies-on-courses/policy-repeating-courses-with-other-courses-to-replace-d-or-f-grades/>

- For circumstances involving technical problems with Tritonlink, official documentation confirming the technical inability to complete the change or that show how the problem prevented the student from completing the necessary action is required.

Appeals of Denied Petitions

- A student may appeal the decision of the instructor, department, College Provost, or EPC when new and relevant information and 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 EPC for a final decision.
- Appeals denied by the College Provost shall be considered final. Appeals denied by EPC 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.

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 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, lack of sufficient time to complete the course or produce a “really good” paper, etc.) will be denied.

Required Forms/Documentation:

1) Completed *Student Petition form*; 2) *Request to Receive Grade of “Incomplete” form* signed by the Instructor of Record or Statement from the Instructor of Record – either must specify the date by which the work is to be completed; 3) Statement 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; 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 causes, such as continuing illness or hardship. Except in extraordinary circumstances, extensions will not be granted for a period lasting more than one academic quarter.

Required Forms/Documentation:

1) Completed *Student Petition form*; 2) *Request to Receive Grade of “Incomplete” form* signed by the Instructor of Record or Statement from the Instructor of Record – either must specify the original date by which the work was to be completed and the proposed extended deadline; 3) Official supporting documentation addressing the student’s inability to complete the pending work by the deadline.

C. Retroactive Add or Withdrawal from Course

Requests may only be approved in cases where: 1. The student clearly attempted to add or withdraw from 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.

Required Forms/Documentation:

1) Completed *Student Petition form*; 2) Official supporting documentation confirming either technical inability to complete the change or explaining personal circumstances that prevented the student from adding/withdrawing from the course by the deadline.

D. Retroactive Drops (no W grade) from Course

Requests may only be approved in cases where the student was enrolled in a special studies course (e.g. 195 or 199) by department staff under the incorrect instructor.

Required Forms/Documentation:

1) Completed *Student Petition form*; 2) Statement from department/program explaining circumstances of enrollment error; 3) Statement from the Instructor(s) of Record confirming their support for the request.

E. Retroactive Withdrawal from Quarter

Request 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 or her course.

Required Forms/Documentation:

1) Completed *Student Petition form* for each course the student was enrolled in that quarter; 2) Official supporting documentation of personal circumstances.

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