

**PROCEDURES FOR REQUESTING EXCEPTIONS TO SENATE REGULATIONS  
UNDERGRADUATE STUDENT PETITIONS**

**EDUCATIONAL POLICY COMMITTEE**

**Effective Fall 2023**

Approved by EPC on June 9, 2023  
Supersedes January 23, 2017 version

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 and the review process for all undergraduate 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.**

It is a student's responsibility to know requirements for their degree and university deadlines. 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 will not be approved.

**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. The Committee recommends that students check their academic record on a quarterly basis to confirm that the record correctly reflects their academic achievements.

**Review Process**

Petitions requesting exceptions to Senate Regulations may be initiated by students or submitted by advisors acting on students' behalf. All reviewers are expected to follow the review process documented in these procedures. Petitions 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 an inadequate justification, should be considered invalid and returned to the student without review.

## Petition Submission Timeline

- **Requests Regarding Courses and Grades:** Petitions should 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 should 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 should only submit petitions for courses taken during their final quarter at UC San Diego, and these should be received by the provost by the end of the following quarter.
- **Petitions submitted outside of the timeline require documentation of extenuating circumstances.**

## Petition Types and Reviewers

### **Retroactive Incomplete, Extension of Incomplete, Retroactive Add of Course, Retroactive Drop (no W grade) from Course, Retroactive Withdrawal from Course, Retroactive Change of Grading Option, Retroactive Change of Variable Units, Exceptions to Diversity, Equity, and Inclusion (DEI) Requirement**

- These petitions must first be submitted 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.
- 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 and the decision shall be considered final.

### **Retroactive Withdrawal from Quarter, 25% Limit on Courses Taken P/NP (excluding 199 courses), Minimum 2.0 UC Cumulative GPA Requirement, Minimum Number of Units Required for Graduation (180 units), Minimum Number of Upper Division Units Required for BA/BS Degree (60 upper division units)**

- These petitions are submitted directly to the College provost.
- 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. Note: petitions for Retroactive Withdrawal from Quarter submitted after Week 6 and before Week 10 do not require EPC review and can be submitted directly to the Registrar if approved.

- 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 and the decision shall be considered final.

### **Grade Replacement**

- These petitions are submitted to the instructor and department chair/program director and forwarded directly to EPC.
- If the instructor and department chair/program director finds that the request meets the criteria for approval as defined below and supports the request, the petition may be submitted directly to EPC for a final decision.
- If either the instructor or the chair/director finds that the request does not meet the criteria for approval, or is otherwise unacceptable, they shall deny the petition, and the decision shall be considered final.

### **Documentation**

The following documentation is required for exception requests.

- All petitions must include signatures of the designated reviewers. 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 UC San Diego, or is not accessible.
- Student statement with timeline of events.
- Third party supporting documentation, which must list the date(s) of extenuating circumstances.
- For circumstances involving medical conditions, medical documentation will only be accepted from an authoritative source (e.g., the student's attending physician) and must *clearly* show how the medical condition impacted the student's capacity to follow campus procedures.
- For circumstances involving technical problems with Tritonlink, official documentation that confirms the technical inability to complete the change or that shows 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/or documentation supporting the student's request is available for review.
- All appeals must be reconsidered by the original reviewers.
- Appeals denied by any of the reviewers shall be considered final.
- Appeals should be received by the College provost no later than one quarter following the resolution of the student's initial petition. Petitions submitted outside of the timeline require documentation of extenuating circumstances.

### **Department/Program and College Review**

#### **Retroactive Incomplete**

##### Criteria:

Documentation must clearly demonstrate that circumstances beyond the student's control prevented the proper submission of the Incomplete grade. Examples include: death in the family, illness or traumatic event, instructor error in submitting grade, etc. Only those petitions that provide good cause for the request and include the required authorization and documentation may be approved.

Requests 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, etc.) will be denied.

Required Forms/Documentation:

1) Completed *Undergraduate Student Petition* including student statement and timeline of events; 2) *Request to Receive Grade "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 has completed the majority of the coursework at a passing level; 4) Official supporting documentation addressing the student's inability to complete the course.

Reviewers:

Instructor, department chair/program director, and College provost

**Extension of Incomplete**

Criteria:

Extensions of Incompletes will be granted when circumstances beyond the student's control prevented the student from completing the work by the deadline established by the instructor and listed on the *Request to Receive Grade "Incomplete"* form. Students must request the extension prior to the deadline for completing the missing coursework. As with requests for Incompletes, all requests for extensions must be for good cause, such as a 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 *Undergraduate Student Petition* including student statement and timeline of events; 2) *Request to Receive Grade "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.

Reviewers:

Instructor, department chair/program director, and College provost

**Retroactive Add of Course**

Criteria:

Requests may only be approved in cases where: 1) The student attempted to add 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 the course prior to the deadline.

Required Forms/Documentation:

1) Completed *Undergraduate Student Petition* including student statement and timeline of events; 2) Official supporting documentation confirming either technical inability to complete the change or explaining personal circumstances that prevented the student from adding the course by the deadline.

Reviewers:

Instructor, department chair/program director, and College provost

**Retroactive Drop (no W grade) from Course**

Criteria:

Requests may only be approved in cases where: 1) The student was enrolled in a special studies course (e.g., 195 or 199) by department/program staff under the incorrect instructor; 2) The student attempted to drop the course by the deadline but technical problems with TritonLink prevented the proper processing of the request; 3) Serious personal circumstances (e.g., hospitalization) prevented the student from dropping the course prior to the deadline.

Required Forms/Documentation:

1) Completed *Undergraduate Student Petition* including student statement and timeline of events; 2) Statement from the instructor(s) of record confirming their support for the request and statement from department/program explaining circumstances of enrollment error or official supporting documentation confirming either technical inability to complete the change or explaining personal circumstances that prevented the student from dropping the course by the deadline.

Reviewers:

Instructor, department chair/program director, and College provost

**Retroactive Withdrawal from Course**

Criteria:

Requests may only be approved in cases where: 1) The student clearly attempted to 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 withdrawing prior to the deadline. Students may not request the “W” grade for courses in which they completed the final or for “Incompletes” that have lapsed to “F” grades.

Required Forms/Documentation:

1) Completed *Undergraduate Student Petition* including student statement and timeline of events; 2) Official supporting documentation confirming either technical inability to complete the change or explaining personal circumstances that prevented the student from withdrawing from the course by the deadline.

Reviewers:

Instructor, department chair/program director, and College provost

**Retroactive Change of Grading Option**

Criteria:

Requests may only be approved in cases where: 1) The student clearly attempted to change grading 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 changing grading option prior to the deadline. Students may not request a change of grading option for courses in which they completed the final.

Required Forms/Documentation:

- 1) Completed *Undergraduate Student Petition* including student statement and timeline of events;
- 2) Official supporting documentation confirming either technical inability to complete the change or explaining personal circumstances that prevented the student from changing grading option by the deadline.

Reviewers:

Instructor, department chair/program director, and College provost

**Retroactive Change of Variable Units**

Criteria:

Requests may only be approved in cases where: 1) The student was enrolled in a course (e.g., 195 or 199) by department/program staff for an incorrect number of units; 2) The student clearly attempted to change the number of units by the deadline but technical problems with TritonLink prevented the proper processing of the request; 3) Serious personal circumstances (e.g., hospitalization) prevented the student from changing the number of units prior to the deadline.

Required Forms/Documentation:

- 1) Completed *Undergraduate Student Petition* including student statement and timeline of events;
- 2) Official supporting documentation confirming either technical inability to complete the change or explaining personal circumstances that prevented the student from changing the number of units by the deadline.

Reviewers:

Instructor, department chair/program director, and College provost

**Exceptions to Diversity, Equity, and Inclusion (DEI) Requirement (SD Senate Regulation 600.G)**

Criteria:

Requests for exceptions to the Diversity, Equity, and Inclusion (DEI) Requirement may only be approved in cases where: 1) The student passed a one-quarter, four-unit, UC San Diego course with a grade not lower than a C- or P prior to the effective date approved by the Academic Senate for that course to meet DEI and the instructor of record for the course and the department chair/program director certify that the content of the course taken by the student is the same as the content of the course approved by the Academic Senate;

OR

2) The student transferred a one-quarter, four-unit course, or its equivalent, articulated to a UC San Diego course prior to the effective date approved by the Academic Senate for the UC San Diego equivalent course to meet DEI. The department/program offering the equivalent course must certify that the transfer course was approved for articulation at the time the student completed the course.

Required Forms/Documentation:

- 1) Completed *Undergraduate Student Petition* including student statement and timeline of events; 2) A statement from the instructor and department/program, which offers the UC San Diego course, certifying that the content of the course completed by the student is equivalent to the content of the course that was approved by the Academic Senate to meet the DEI requirement.

Reviewers:

Instructor, department chair/program director, and College provost

### **College Only Review**

#### **Retroactive Withdrawal from Quarter**

Criteria:

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 prior to the deadline; or 2) Assignment of "Incompletes" are not feasible due to extenuating circumstances (medical or psychological hospitalization, death in the immediate family, family crisis, trauma, incarceration, etc.).

Required Forms/Documentation:

- 1) Completed *Undergraduate Student Petition* including student statement and timeline of events;
- 2) Official supporting documentation of personal circumstances.

Reviewers:

College provost (petitions for Retroactive Withdrawal from Quarter submitted after Week 6 and before Finals Week do not require EPC review and can be submitted directly to the Registrar if approved).

### **College Only Review - Submitted via E-Petitions**

#### **25% Limit on Courses Taken P/NP (excluding 199 courses)**

Criteria:

Requests to exceed the 25% limit on courses taken P/NP (excluding 199 courses) may only be approved in cases where the College provost determines that the limit was exceeded due to documented and appropriate circumstances (e.g., administrative error).

Required Forms/Documentation:

- 1) Completed *Undergraduate Student Petition* including student statement and timeline of events;
- 2) Official supporting documentation of relevant circumstances.

Reviewers:

College provost

#### **Minimum 2.0 UC Cumulative GPA Requirement**

Criteria:

Requests to graduate with a UC cumulative GPA below 2.0 may only be approved in cases where the College provost determines that the minimum GPA was not met due to documented and appropriate circumstances (e.g., administrative error).

Required Forms/Documentation:

- 1) Completed *Undergraduate Student Petition* including student statement and timeline of events;
- 2) Official supporting documentation of relevant circumstances.

Reviewers:

College provost

**Minimum Number of Units Required for Graduation (180 units)**

Criteria:

Requests to graduate with fewer than the minimum number of units required for graduation may only be approved in cases where the College provost determines that the minimum unit requirement was not met due to documented and appropriate circumstances (e.g., administrative error).

Required Forms/Documentation:

- 1) Completed *Undergraduate Student Petition* including student statement and timeline of events;
- 2) Official supporting documentation of relevant circumstances.

Reviewers:

College provost

**Minimum Number of Upper Division Units Required for BA/BS Degree (60 upper division units)**

Criteria:

Requests to graduate with fewer than the minimum number of upper division units required for graduation may only be approved in cases where the College provost determines that the minimum upper division unit requirement was not met due to documented and appropriate circumstances (e.g., administrative error).

Required Forms/Documentation:

- 1) Completed *Undergraduate Student Petition* including student statement and timeline of events;
- 2) Official supporting documentation of relevant circumstances.

Reviewers:

College provost

**Department/Program Only Review**

**Grade Replacement**

Criteria:

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 only be approved in cases where the instructor of record for the course and the department chair/program director determine that the content of the repeated course is equivalent to the content of the original course.



Required Forms/Documentation:

1) Completed *Undergraduate Student Petition* including student statement and timeline of events; 2) A statement from the instructor and department/program, certifying that the content of the repeated course is equivalent to the content of the original course.

Reviewers:

Instructor, department chair/program director

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