ACADEMIC SENATE: SAN DIEGO DIVISION
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September 11, 2023

DEPARTMENT CHAIRS & PROGRAM DIRECTORS
COLLEGE PROVOSTS

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

Dear Colleagues,

The Educational Policy Committee approved a proposal to update the procedures for requesting exceptions to Academic Senate Regulations relating to undergraduate student petitions. The proposed updates were developed in consultation with the undergraduate colleges. The updated procedures are effective Fall 2023 and can be viewed at https://senate.ucsd.edu/media/653347/undergraduate-student-petitions-requesting-exceptions-fa23.pdf.

The primary goal in updating the procedures is to consolidate and simplify the provided information. Please note the following two changes:

1. Petitions for a Retroactive Withdrawal from a Quarter are submitted directly to the college provost, the petition will no longer require approval from each instructor and department chair. If the college provost determines that the request meets the criteria for approval and supports the request, the college provost may submit the petition to EPC for a final decision. As a reminder: petitions for Retroactive Withdrawal from a Quarter submitted after Week 6 and before Week 10 do not require EPC review and can be submitted directly to the Office of the Registrar if approved by the college provost. 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.

2. Petitions requesting to replace a D, F, or NP grade in the GPA calculation with a grade received in a course other than the original course will no longer require a petition for courses that are approved as duplicate credit, but with different modalities (e.g. POLI 13 and POLI 13D, ETHN 1 and ETHN1R). The Office of the Registrar will begin automatically coding these enrollment patterns as repeats with the Fall 2023 grading cycle. If there is a student who has not yet graduated and who would benefit from this change applying retroactively to their record, an advisor should contact academicrecords@ucsd.edu to request an update.

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 Ashley Hill, Associate Director (awelch@ucsd.edu).

Sincerely,

Geoffrey Cook, Chair
Educational Policy Committee

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