

## **Procedures for Graduate Student Petitions Requesting Exceptions to Senate Regulations Committee on Educational Policy**

**Effective, Fall 2009**

Approved by the CEP on March 6, 2009  
Supersedes April 23, 2002 version

Petitions requesting exceptions to Senate Regulations may be initiated by students or by advisors acting on their behalf. Requests regarding courses and grades must be submitted first to the instructor of record and to 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 that include the required authorizations and documentation. Any request missing documentation or with 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 supported by both the instructor and the chair/director, the petition shall be forwarded by the department to the Dean of Graduate Studies for review. Petitions submitted to the Dean must include all of the required forms and documentation, as outlined below. Those missing any of the required items or appropriate signatures shall be returned to the department/program without review.

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

Requests regarding exceptions to degree requirements (Divisional Regulations 700-720) are to be submitted directly to the Dean of Graduate Studies by the department chair/program director. Those that the Dean determines as appropriate shall be forwarded to the CEP for final review. The Dean has the authority to deny those requests that are determined to be inappropriate. Denied petitions shall be returned to the department/program, with a copy to CEP, and the Dean's decision shall be considered final, subject to appeal only if new information becomes available.

### 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 for the instructor, documentation showing the 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 shall be returned to the department by the Dean of Graduate Studies. Official documentation must be independent of the student (a written statement by the student or a family member will not be accepted), and, as required in the criteria below, must list the date(s) the student was away from campus or otherwise unavailable. Medical documentation must *clearly* show how the medical condition impacted the student's capacity to follow campus procedures and will be accepted only from an authoritative source (e.g., the student's attending physician) with direct knowledge of the student's situation.

### Deadlines

Requests for exceptions to the Academic Senate Regulations that do not involve degree requirements (see Divisional Regulations 700-720) must be initiated by the student or the department/program within one quarter from when the course in question was taken or appears on the academic record. Petitions requesting exception to

degree requirements must be submitted to the Dean of Graduate Studies within the student's final year. Requests for extensions of Incompletes must be submitted prior to the deadline to complete the work, as listed on the "Incomplete" form. Students whose degree has been awarded are subject to the same one-quarter deadline; graduates may submit petitions only for courses undertaken during their final quarter of study and these must be received by the Dean by the end of the following quarter. Students deserve a timely response to their petitions; as a guideline, we request that the Department, Office of Graduate Studies, and the 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 without good cause will be denied.

Required forms/documentation: (1) completed *Graduate 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 *Graduate 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 be approved only in cases where: (1) the student clearly attempted to change the 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 *Graduate 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 be approved only 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" or "Unsatisfactory" grades.

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

Required forms/documentation: (1) completed *Graduate 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) may be approved only 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 *Graduate 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 by the Registrar’s deadline. The reinstatement request must be approved by the course instructor.

Required forms/documentation: (1) completed *Graduate Student Petition* form; (2) completed *Reinstatement Request* form; (3) Completed *Corrections of Grade* form for each course added (all courses in the student’s academic record at the time he or she was dropped) with final grade assigned; (4) official documentation addressing cause of delay.

### **APPEALS**

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

Appeals must be received by the Dean of Graduate Studies 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.