

# UNDERGRADUATE STUDENT PETITION

**INSTRUCTIONS:** Check appropriate box.

**DEPARTMENTAL EXCEPTIONS:** Select this option if you are requesting any departmental exceptions including course substitutions. If a course does not appear on an approved list published in the general catalog, department publications or approximation chart, submit this petition to your MAJOR DEPARTMENT. **Remember to include a course number and indicate whether the course is lower or upper division.**

**COLLEGE EXCEPTIONS:** Select this option if you are requesting any college exceptions including General Education course substitutions. If a course does not appear on an approved list published in the general catalog, college publications or articulation agreement, submit this petition to your COLLEGE ADVISING OFFICE.

**SUMMER SESSION:** Select this option if you are requesting any exceptions to the general rules governing summer session.

**UNIVERSITY EXCEPTIONS:** Select this option if you are petitioning for reasons other than the above, but which are exceptions to University Policy. Please check with your College Advising Office regarding appropriate signatures.

Name: \_\_\_\_\_ PID: \_\_\_\_\_ Class Level: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Major(s): \_\_\_\_\_ College: \_\_\_\_\_

**If UC San Diego course:** Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Grade Option: \_\_\_\_\_ Units: \_\_\_\_\_ Section ID: \_\_\_\_\_ Term: \_\_\_\_\_

**REQUEST:** (If you are petitioning a non-UC San Diego course attach a syllabus or course description.)

**REASON FOR REQUEST:**

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### For Official Use Only

<b>APPROVAL</b>	<b>DISAPPROVAL</b>
_____ Instructor/Faculty Advisor <span style="float: right;">Date</span>	_____ Instructor/Faculty Advisor <span style="float: right;">Date</span>
_____ Department Chair <span style="float: right;">Date</span>	_____ Department Chair <span style="float: right;">Date</span>
_____ College or Summer Session Director (Summer Only) <span style="float: right;">Date</span> <small>Pending receipt of official transcripts verifying appropriate transfer credits and grade.</small>	_____ College or Summer Session Director (Summer Only) <span style="float: right;">Date</span>

**COMMENTS:** \_\_\_\_\_