



Office of the Registrar
 University of California, San Diego
 Student Services Center, Suite 261
 9500 Gilman Drive # 0022
 La Jolla, CA 92093-0022

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: _____
 Last First Middle

P.I.D.#: _____ Class Level: _____

Current Address: _____

E-Mail Address: _____

City: _____ State: _____ Zip: _____

Local Telephone: (____) _____

Major: _____

College: _____

**IF APPROVED, YOUR PETITION WILL BE PLACED IN YOUR FILE.
 IF DISAPPROVED OR APPROVED WITH CONDITIONS, YOU WILL BE NOTIFIED.**

If UCSD course: Subject: _____ Course #: _____ Grade Option: _____ Units: _____ Section ID: _____ Term: _____
If UCSD course: Subject: _____ Course #: _____ Grade Option: _____ Units: _____ Section ID: _____ Term: _____
REQUEST: (If you are petitioning a non-UCSD course, attach a copy of the catalog course description.) _____

REASON FOR REQUEST:

STUDENT SIGNATURE: _____ DATE: _____

For Official Use Only

APPROVAL

 Instructor/Faculty Advisor Date

 Department Chair Date

 College or Summer Session Director (Summer Only) Date

Pending receipt of official transcripts verifying appropriate transfer credits and grade.

DISAPPROVAL

 Instructor/Faculty Advisor Date

 Department Chair Date

 College or Summer Session Director (Summer Only) Date

COMMENTS: _____

Grade Report ISIS Registrar: _____ Date: _____