University of California, San Diego
Office of the Registrar
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.
(Only choose "University Exception" for exceptions to *campus-wide policy*, like retroactive actions or deadline extensions. See link for details)

Name: Student (Last) Example (First) _____ (Middle)
PID: A00000001 Class Level: junior
Address: 1234 Any Street
Email: eStudent@ucsd.edu
City: San Diego State: CA Zip: 92093
Phone: (123) 456-7890
Major(s): Human Developmental Sciences BS (HS26)
College: 10th

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.)

Course: BIOL 230-Human Anatomy
School: San Diego City College
Term: Summer 2023
Requirement: For a lower division Biological Science for the HDS major

MUST INCLUDE COURSE NUMBER, TITLE, SCHOOL AND TERM.
DO NOT INCLUDE COURSE DESCRIPTIONS ON THIS FORM.

REASON FOR REQUEST: (Attach a separate document if more space is needed)

I took this course during summer at a CC for Grad school preparation.
UCSD does not offer Human Anatomy Courses

Additional Examples:
Took course during study abroad.
Took course P/NP before declaring HDS
Limited course options for last term.
No longer live in San Diego

STUDENT SIGNATURE: *Example Student* DATE: 01/01/2024

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:_____