

ALL ABOUT PETITIONS

Students have the ability to petition to use courses that are not already approved towards graduation requirements. There are different types of petitions and each one requires different steps. **Approval is not guaranteed** and it is always recommended to petition BEFORE taking a course.

GE PETITION

WHEN TO USE:

To petition a course that is not on the approved Sixth College GE list to satisfy a Sixth College GE requirement

HOW TO USE:

Submit a VAC message (using Ask a Question) to Sixth College with the following information: state the following:

- Where the course will be (or was) taken.
- Course department, number, and course title.
- What GE area you are seeking to fulfill.
- Link to the course description

Example: *I would like to petition to use ART 201 at East Los Angeles City College (Drawing 1) towards my Art Making GE. www.coursesicle.com/elac/courses/ART/201/*

NOTES:

- A petition is not needed if the course is already approximated to an approved course on our GE list, on assist.org

TRANSFERRING COURSES:

If a course is to be taken outside of UCSD, student is responsible for ensuring the course is UC transferrable and submitting an official transcript to transfer the course.

Please contact the Admissions office with questions about UC transferrability.

To determine if a course will transfer to UCSD, contact the UCSD Admissions Office at processing@ucsd.edu. Let them know you are a continuing UCSD student and provide them with the following information:

Institution
Department
Course title
Course number
Course units
Course description – this can be from the catalog

WHEN TO USE:

To petition any requirements for your **major**.
If it shows up under this header on your degree audit, it's a major requirement!

>> MAJOR REQUIREMENTS <<
Any given course can only satisfy one major requirement

UNIVERSITY PETITION

WHEN TO USE:

To petition a *university requirement* (such as retroactive withdrawal from quarter, retroactive add of course, etc.)

HOW TO USE:

Procedure will vary based on what you are trying to petition specifically. It is always best to start by checking in with Sixth College advising for clear instructions pertaining to your situation.

EXAMPLE: *Petition to retroactively withdrawal (with W's) from all courses in a quarter*

Submit the following required forms & documentation to Sixth College (sixthadvising@ucsd.edu) for review:

- A completed Undergraduate Student Petition for each course. (Professor and department signatures are not required if submitted before Week 10 of the quarter. After Week 10, each petition must have professor and department signatures and go through the Academic Senate review process that will extend time for resolution.)
- Statement with timeline of events
- Official supporting documentation of personal circumstances (must include dates and explain impact)

NOTES:

- Retroactive withdrawals are only granted in cases where a student was prevented from completing the withdrawal request prior to the deadline due to involuntary absence or other extenuating circumstances (medical or psychological hospitalization, death in the immediate family, family crisis, trauma, incarceration, etc.).
- A retroactive withdrawal is not an option if the final exam was taken

HOW TO USE:

Each department has their own policies and procedures. Please contact your major department using Ask a Question (in the Virtual Advising Center) to find out about their petition process.

MAJOR PETITION