

Student Petition Form

PLEASE TYPE OR PRINT CLEARLY

PART A - Student information

STUDENT I.D. NUMBER (IF KNOWN)

LAST NAME FIRST NAME INITIAL

STREET ADDRESS

CITY STATE ZIP

() - PHONE NUMBER OTHER NAMES UNDER WHICH YOU HAVE ENROLLED

EMAIL ADDRESS

First date of absence (if applicable) Date student returned to class (if applicable)

PART B - Course information*

*If petitioning for multiple courses, please list course numbers and titles for each in your personal statement.

Fall 20__ Winter 20__ Spring 20__ Summer 20__

Course Number Course Title

PART C - Reason for petition

Please check the box to indicate your reason for petition. **Complete the personal statement** on page 2 describing your reason, as well as attach any required documentation listed. Any documentation you provide is protected by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

- Medical Signed letter from doctor verifying type and severity of medical issue, and dates of absence.
- Death in immediate family Copy of death certificate required.
- Military activation Copy of military activation orders.
- Other Submit any documentation that substantiates your petition.

What are you requesting – You may choose multiple answers:

- a. Refund
- b. Retroactive drop (removes the course from the transcript completely)
- c. Grade forgiveness (the course and grade are still on the transcript but not calculated into the GPA)
- d. Other _____

PART D - Student certification

By signing this form, I am certifying that the information I provided is true. I understand that misrepresentation of facts or documentation may be sufficient cause, in and of itself, for automatic denial of this petition and may be in violation of the Student Conduct Code.

I understand that UC San Diego Extension has the right to approve or deny the petition if the reason for the request would not significantly affect my potential for academic success or if I have not supplied adequate documentation to support my claim. Additionally, Extension has the right to approve only a portion of or an alternate solution to my request.

Office Use Only

Petition Approved? Yes No

Results of Decision _____

Term/Year

Approved by

Date

Petitions must be submitted in writing

It may be faxed, emailed or mailed to our office, or submitted in person.

Send this form, your personal statement regarding your reason, and the required documentation to:

Mail to ▶ Student Services
University of California San Diego
Extension, ATTN: Petitions
9500 Gilman Drive, Dept. 0176-H
La Jolla, CA 92093-0176

Email ▶ unex-reg@ucsd.edu

Fax ▶ (858) 534-8527

Petitions are only approved for the following reasons:

- Sudden serious personal illness, injury, or hospitalization.
- The sudden serious illness, injury, hospitalization, or death of a close member of the student's family.
- Compulsory military service
- A documented administrative error that affected the student's enrollment.
- Other extreme and unusual circumstances which were beyond the student's control.

STUDENT SIGNATURE

DATE

Student Petition Personal Statement

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