

## Student Petition Form

PLEASE TYPE OR PRINT CLEARLY

### PART A - Student information (all fields required)

\_\_\_\_\_

STUDENT I.D. NUMBER

\_\_\_\_\_

LAST NAME

FIRST NAME

INITIAL

( ) - \_\_\_\_\_

PHONE NUMBER

OTHER NAMES UNDER WHICH YOU HAVE ENROLLED

\_\_\_\_\_

EMAIL ADDRESS

### PART B - Course information\* (all fields required)

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

\_\_\_\_\_

TERM (EX. FALL 2017)

SECTION ID

COURSE TITLE

### PART C - What you are petitioning for (Required. You may select multiple answers.)

- Retroactive drop (drop the course after the drop deadline has passed)
- Refund
- Retroactive transfer (drop course after refund deadline, course fees credited toward future course)
- Grade forgiveness (old course and grade are still on the transcript but not calculated into the GPA)
- Other \_\_\_\_\_

### PART D - Reason for petition (Required)

- Medical/Death
- Military activation
- Administrative error
- Other

On the next page, please expand on the reason you have selected. Your statement should be as detailed as possible, and must be supported by documentation. **Petitions will not be reviewed if submitted without a personal statement AND supporting documentation.** Documentation must be from a verifiable source, confirm the circumstances outlined in your personal statement, and demonstrate the timing of those circumstances as related to your ability to complete the course.

For guidelines and examples of acceptable supporting documentation, go to [extension.ucsd.edu/student-rights-and-responsibilities](http://extension.ucsd.edu/student-rights-and-responsibilities). Any documentation you provide is protected by the Family Educational Rights and Privacy Act (FERPA).

### PART E - Student agreement

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 \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

#### Petitions must be submitted in writing

You may submit it by mail, email, fax, or in person.

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

**Mail to** ▶ UC San Diego Extension  
Student Services  
ATTN: Petition Review Panel  
9500 Gilman Drive, Dept. 0172-S  
La Jolla, CA 92093-0172

**Email** ▶ unex-petitions@ucsd.edu

**Fax** ▶ (858) 246-1031

**In person** ▶ UC San Diego Extension  
Student Services  
6256 Greenwich Drive, Suite 100  
San Diego, CA 92122

#### Petitions are only approved for the following reasons:

- The sudden serious illness, injury, hospitalization, or death of the student or 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 Petition Personal Statement**

PLEASE TYPE OR PRINT CLEARLY

Your personal statement should be as detailed as possible. It should demonstrate the circumstances that prevented you from successfully completing your course and the timing of those circumstances. If applicable, it may be helpful to provide background information to demonstrate what led to those circumstances or to explain what prevented you from being able to meet drop or refund deadlines. Please provide as much information and documentation as you can to allow the Petition Review Panel to make an informed decision.

If petitioning for multiple courses, please list all section ID numbers and course titles below.