

## CCI Student Petition Guidelines for Advisers

The [CCI Student Petition Form](#) can be found on the index page of the [Committee on Courses of Instruction](#).

*Detailed instructions for submitting CCI Student Petition Requests can be found on the [CCI Student Petition Request](#) page of the CCI website.*

### Submitting Completed Petitions

CCI receives petition requests that are often missing information. College Advisers should work with the student wishing to submit a petition request to CCI to review all petition requirements in advance of submitting the form, to ensure the course of action is appropriate and the student has prepared all necessary documentation. Requirements for each petition can be found on the Types of CCI Petitions page on the CCI website.

Department advisers should work with college advisers when the department is submitting on behalf of one of their students in a major program.

### Completing Petitions Online

Students are expected to submit their petition requests through the new online form. This process does not require physical documents or signatures. Authorizations requested in the form can be provided in the form of a scan of a signed letter or an email confirmation from the appropriate authorizer.

Depending on the type of petition selected in the online form, the student will be prompted to provide a variety of required documentation. A list of all petitions and their corresponding documentation can be found on the **Table of Required Documents for CCI Student Petition Requests** on the CCI website.

As a reminder, [all petitions](#) require the following documentation:

1. UCSC Courses Student Advising Summary
2. Student Justification Statement

## Miscellaneous Guidance for Petitions

*All information about CCI student petition types, including criteria, required documentation, and general descriptions can be found on the **Types of CCI Petitions** page on the CCI website. The following information is a collection of helpful guidance on topical issues related to petitions and the submission/review process.*

### **Courses Taken Elsewhere**

For EAP or courses taken elsewhere, it is important to have the student get a transfer credit report so that CCI can understand why Admissions has not awarded the GE requested. In all cases, a syllabus is required if available, and if not, then a detailed course description.

### **Provost Review**

The provost's comments are highly valued, because the provosts and particularly the preceptors know the student as an individual and thus are able to assess the request in a more holistic manner. For example, if there is something that the committee should know but the student has not provided, the preceptors should feel free to inform the committee. The College Provosts will review the petitions following the College Adviser Review, before it reaches CCI.

### **Relevant Documentation**

Students should try to provide relevant documentation for all claims. For example, in the case of a health emergency, we respect privacy issues, but we do need something authoritative to reference. Or, in the case of a family emergency, a letter/email, or something like that to reference. Or, in the case of accommodation issues, some documentation that indicates relevance.

### **Senate Regulations**

Senate Regulations that pertain to many petition requests can be found in Chapters 9 and 10 of the Academic Senate Manual. The Committee will only rarely approve petitions that violate our local and systemwide regulations.

### **Incomplete Grades**

Incomplete grades follow the process as outlined in Chapter 9, SCR 9.1.8 If the course is eligible, CEP recommends filing a credit-by-petition request with the Registrar's Office.

### **Withdrawal Grades**

Currently, college advisers may authorize for “catastrophic circumstances (documented medical, psychological, or family emergency)” after the deadline through the end of the following quarter. Verification from the instructor that the student did not complete the class is required. W requests made after a full quarter has passed, or those that don’t clearly meet the criteria, may be appealed to CCI.

### **Grievance Process**

CCI is, according to RJ & E, authorized to change grades through the grievance process, these options reside in [Appendix C](#). For grade changes that are not the result of clerical errors, the grievance process must be initiated via the **CCI Student Grievance Form**. The remedies that CCI can offer are limited to Pass, No Pass, or Withdraw.

### **Enrollment Requirements**

Students must be currently enrolled for the late add and late drop petitions, but withdrawal petitions can be handled even for non-enrolled students.

### **General Education Requirements**

GE petitions are exceptions to the regulations and are best submitted when the student is in their senior year and are related to circumstances beyond the student’s control (enrollment issues, family emergency, mental health or physical health issues with documentation).

### **Waivers of Credit to Graduate**

Waivers of Credit will soon be phased out. Advisers should recommend students enroll in a for-credit OPERS course, a physical education course at a Community College, or take an online course, when they fall short of the 180-unit requirement for graduation.

### **Petition Review Timeline**

Due to the nature of the committee’s bi-weekly meeting schedule, the review of a petition could take up to three weeks or more.

### **Petition Decision Outcomes**

Students should understand that submitting a petition does not guarantee their desired outcome—the committee has the authority to deny the request and the decision is final.