Committee on Courses of Instruction: Petition Guidelines for Advisers

Forms are here on this webpage, [Committee on Courses of Instruction Index Page](#).

Petition Information for [submission web page](#).

Complete Petition Packets:

CCI receives petition requests that are often missing information. All petition forms must be marked by the College Provost indicating their support or lack of support for the petition. Department advisors should work with college advisors when the department is submitting on behalf of one of their students in a major program.

This is a list that will be periodically updated. Notification will be sent out when this happens.

We would appreciate it if you could label the petition file as: last.first name.Request_qrt_year
   Slug.Sammy_GEsub.TA_Spring18(quarter submitted)

The packet should include the following:

- Appropriate petition form per request: GE substitution, W grade, Others, Waiver, Add or Drop
- For a complete list per petition type, visit [Committee on Courses of Instruction Index Page](#).
- Signatures and brief statement from student.
- 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.
- Instructor support is needed for changing grade option from P/NP to grade, together with the grade to be recorded if the petition is approved.
- Course transcripts for UCSC courses that have GEs listed.
- 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.
● 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 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 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.

● W Grades: Currently, college advisors 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.

● CCI is, according to RJ & E, authorized to change grades through the grievance process, these options reside in Appendix C.

● The student must be currently enrolled for the add and drop petitions, but Withdraw petitions can be handled even for non-enrolled students.

● 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). For any DC GE substitution, the department form is required, with support from the instructor of the course offering.

● General Education substitution requests will soon be sent directly to CCI without Provost review.

● Waivers of Credit will be phased out: advisors should recommend students enrolling in an 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.

● 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.

● 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.