Petition for Exception to Committee on Educational Policy (CEP) Guidelines Process for UCSD Students

**Initiation**

Petition is initiated either by student or by UCSD on the student's behalf.

1) Petition form is filled out.
2) Documentation to substantiate student’s circumstances is attached.
3) Any other necessary forms are included with petition (see CEP guidelines for additional forms required).
4) A statement of explanation describing the petition circumstances is attached.

**Professor**

Petition is submitted to the professor for signature and approval or denial.

Professor reviews petition information and documentation and determines whether to approve or deny.

If denied, Professor returns the petition to the student.

**Department**

If approved, Professor submits the petition to the Department for review and approval or denial.

Department reviews petition information and documentation and determines whether to approve or deny.

If denied by Department, petition is returned to the student.

**College**

If approved, Department submits the petition to the student's College for review and approval or denial.

College reviews petition information and documentation and determines whether to approve or deny.

If denied by College, petition is returned to student.

**CEP**

If approved by college, petition is submitted to the CEP.

CEP reviews the petition information and documentation and determines whether to approve or deny.

The decision of the CEP is final.

If denied, petition is returned to the College.

College contacts the student with the decision information.

**College**

If approved, the petition is returned to the College.

College contacts the student with the decision information.

College forwards the approved petition to the Registrar's Office Records Department for appropriate action.