Petition for Exception to Committee on Educational Policy (CEP) Guidelines Process for Visiting 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.

**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.

**Summer Session**
If denied, Professor returns the petition to the student.
If denied by Department, petition is returned to the student.
If approved, Department submits the petition to the Summer Session Office for review and approval or denial.
Summer Session Director reviews petition information and documentation and recommends whether to approve or deny.

**CEP**
Petition is submitted to the CEP with Summer Session recommendation.
CEP reviews the petition information and documentation and determines whether to approve or deny.
The decision of the CEP is final.

**Summer Session**
If approved, the petition is returned to Summer Session.
Summer Session contacts the student with the decision information.
Summer Session forwards the approved petition to the Registrar's Office Records Department for appropriate action.
If denied, petition is returned to the Summer Session Office.
Summer Session contacts the student with the decision information.