

General Petition

The UCEAP General Petition is used 1) to make changes or corrections to your MyEAP Study List once it is closed; 2) to request exceptions to UCEAP policy; 3) to request enrollment in certain courses.

Approval relates only to UCEAP; it does not mean that your UC department will approve an exception to its policies or requirements (e.g., a letter grade required for major credit).

The Study Center and the UCEAP Systemwide Office set general petition deadlines. It is your responsibility to learn the deadline for your program and to submit petitions accordingly.

General Instructions

1. Provide course information as it appears in MyEAP.
2. Gather or write supporting documentation for request.
3. For late petitions, write explanation why the petition could not be submitted by the deadline. This explanation will be considered when determining approval or denial of your petition. Late general petitions may be submitted until classes have ended, final exams have begun, or you know the grade for your course – whichever is earlier.
4. Submit hard copy general petition and all supporting documentation to the Study Center.

Sections

1. Standard actions submitted by the deadline may be approved by the Study Center unless they cause an exception to policy. This includes:
 - Adding or dropping a class without causing an excess or deficit load
 - Changing the subject area if a course is cross-listed
 - Changing units using the variable unit option, if available. A course can't be given more units than assigned.
 - Changing the grading option without causing excess pass/no pass
2. Late petitions and exceptions to policy require approval from the Study Center and the UCEAP Systemwide Office. Policy exceptions:
 - Deficit load (only approved when there are extenuating circumstances beyond student's control)
 - Excess load (varies by campus and requires UC departmental approval)
 - Excess pass/no pass (only approved when there are extenuating circumstances beyond student's control)
 - Exemption from program requirement (per your Program Guide; *rarely* approved)

Extenuating circumstances do **NOT** include:

- Not needing a course to meet UC requirements
 - Not doing well/doing well in a course
 - Not knowing the deadline
 - Not knowing how well you were doing by the deadline
 - Wishing to improve your GPA
 - Not understanding the teaching style or grading system of the host institution
 - Participation in non-credit bearing internships or community service activities
 - Enrollment in courses outside UCEAP (i.e., online courses, graduate or law school exam courses, etc.)
3. Total UCEAP units before and after petition. Depending on the action, the units can be the same.
 4. The form is also used to request to repeat a course or for an undergraduate to take a graduate-level course. If you have approval from your host university, complete this section and provide documentation of host approval. See the [UCEAP Guide to Study Abroad](#) for details.
 5. Provide justification and documentation. This information will be considered for approval or denial of petitions.

Student must sign and date completed form. Unsigned or incomplete petitions will not be processed.

Note: If you are on UC financial aid and fail to carry a minimum load, there may be serious repercussions. Some campuses have additional criteria with regard to deficit loads. If you are facing a possible deficit load, check with your campus regarding the policy for minimum academic progress toward the degree. You are responsible for repayment of any funds you receive that you are not entitled to receive due to a change in enrollment or a reduction of your financial aid after it has been awarded and disbursed.

GENERAL PETITION

Name: _____ UC Campus: _____

Country/Host University: _____ Year/Term: _____

1. **STANDARD ACTION:** If action causes a deficit/excess load or excess P/NP, also complete Policy Exception section.

UC Subject Area & Course Number (i.e. HIST 120)	Course Title (as in MyEAP)	Instructor	UC Quarter Units	Course		Change Subject Area To	Change Qtr. Units To	Change Grade Option To	
				Add	Drop			P/NP	Letter

2. **POLICY EXCEPTION:**

- Late General Petition – Deadline date: _____
- Excess/Deficit Load - Total UC quarter units: _____
- Excess P/NP - Total %: _____
- Exemption from program requirement: _____

3. Total UCEAP quarter units before petition: _____ units after petition: _____

4. **COURSE ENROLLMENT:**

- Repeat course(s)
- Undergraduate taking graduate-level course(s)

UC Subject Area & Course Number	Course Title (as in MyEAP)	Instructor	UC Qtr Units	Grade Option (P/NP or LG)	Date Approved by Host University

5. **REASON:** Include justification; attach documentation, as needed.

Student signature _____
Date

STUDY CENTER RECOMMENDED ACTION: Approve Disapprove

Provide statement to support recommendation.

Study Center Representative signature _____
Date

UCEAP Use Only Action: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Initials _____	Academic Specialist Date Processed _____ Initials _____
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