# APPEALS PROCESS

Undergraduate Student Requests for Exceptions to Academic Policies
(p. 1)
Graduate Student Requests for Exceptions to Academic Policies
(p. 2)

## Undergraduate Student Requests for Exceptions to Academic Policies

### Exceptions to Undergraduate Academic Policies

Several of the more frequently requested exceptions to undergraduate academic policies are outlined below. The exemptions chart summarizes the nature of the appeal and each of the levels in the appeal process. Students should direct questions about any of the appeals listed in the chart to the office listed under the first level in the appeal process. Many appeals will be resolved at the first level. Questions about appeals not listed in the chart should be directed to the Dean of Undergraduate Education and Academic Planning, ADM 447.

### Undergraduate Admission and Readmission

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Graduation Evaluator</td>
</tr>
<tr>
<td>Second</td>
<td>Assistant/Associate Director, Admissions</td>
</tr>
<tr>
<td>Third</td>
<td>Director, Admissions</td>
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### Early Start

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<tbody>
<tr>
<td>First</td>
<td>Director, Development Studies</td>
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### Undergraduate Evaluation of Transfer Credit

#### General Education

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<tr>
<td>First</td>
<td>Supervisor, Evaluations</td>
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<tr>
<td>Second</td>
<td>Director, Advising Center</td>
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<tr>
<td>Third</td>
<td>Dean, Undergraduate Education and Academic Planning</td>
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#### Major Course

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<tbody>
<tr>
<td>First</td>
<td>Department Advisor</td>
</tr>
<tr>
<td>Second</td>
<td>Department Chair</td>
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### Undergraduate Student Fee

<table>
<thead>
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<tbody>
<tr>
<td>First</td>
<td>Registration Appeals Committee Designee</td>
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<tr>
<td>Second</td>
<td>Registration Appeals Committee</td>
</tr>
<tr>
<td>Third</td>
<td>VP, Business and Finance</td>
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### Undergraduate Retroactive Degree

#### Within One Year

<table>
<thead>
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<th>Office</th>
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<tbody>
<tr>
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<td>Graduation Evaluator</td>
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<tr>
<td>Second</td>
<td>Dean, Undergraduate Education and Academic Planning</td>
</tr>
<tr>
<td>Third</td>
<td>Board of Appeals and Review</td>
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#### More than One Year

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<th>Office</th>
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<tbody>
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<td>Graduation Evaluator</td>
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<tr>
<td>Second</td>
<td>Dean, Undergraduate Education and Academic Planning</td>
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<tr>
<td>Third</td>
<td>Board of Appeals and Review</td>
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### Undergraduate Residency

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<tr>
<td>First</td>
<td>Admissions Specialist</td>
</tr>
<tr>
<td>Second</td>
<td>Residency Specialist</td>
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<tr>
<td>Third</td>
<td>General Counsel, Chancellor’s Office</td>
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### Undergraduate Late Registration

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<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Registrar</td>
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<tr>
<td>Second</td>
<td>Registration Appeals Committee</td>
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<tr>
<td>Third</td>
<td>Director, Enrollment Management</td>
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### Undergraduate Graduation Denial

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### Undergraduate Grade Appeals

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<tr>
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<tr>
<td>Second</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Third</td>
<td>College Dean</td>
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### Undergraduate Academic Load: Excess Units

#### 20 – 24 Units (Students with Majors)

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<th>Office</th>
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<tr>
<td>First</td>
<td>Major Advisor</td>
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<td>Second</td>
<td>College Dean</td>
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#### 20+ Units (Undeclared Students)

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<th>Office</th>
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<td>First</td>
<td>Advisor, Advising Center</td>
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<tr>
<td>Second</td>
<td>Director, Advising Center</td>
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<tr>
<td>Third</td>
<td>Dean, Undergraduate Education and Academic Planning</td>
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#### 25+ Units

<table>
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<th>Office</th>
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<tr>
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<td>Second</td>
<td>College Dean</td>
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<td>Third</td>
<td>Dean, Undergraduate Education and Academic Planning</td>
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### Undergraduate Academic Disqualification

#### Students with Majors

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<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Department Chair</td>
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<tr>
<td>Second</td>
<td>College Dean</td>
</tr>
<tr>
<td>Third</td>
<td>Board of Appeals and Review</td>
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</tbody>
</table>
## Graduate Student Requests for Exceptions to Academic Policies

### Exceptions to Academic Policies

Listed below are some of the more common graduate student requests for exceptions to academic policies of the University. The chart indicates with whom each type of request is initiated and any subsequent levels in the process that may be either optional or required. Any questions regarding the procedures for the appeals listed, or about any appeals that may not be listed, should be directed to the Division of Graduate Studies, ADM 254.

### Graduate Late Application for Admission

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Recommendation of Graduate Coordinator or Program Chair</td>
</tr>
<tr>
<td>Second</td>
<td>Director, Graduate Admissions and Student Services</td>
</tr>
<tr>
<td>Third</td>
<td>Dean, Graduate Studies</td>
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### Graduate Waiver of 3.0 GPA Admission Requirement

#### Master’s Degree and Credential Objective Students

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<tr>
<th>Level</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>Recommendation of Graduate Advisor or Program Chair</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Graduate Reinstatement

#### Unclassified Students

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<tbody>
<tr>
<td>First</td>
<td>Director, Graduate Admissions and Student Services</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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#### Classified and Credential Objective Students

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>First</td>
<td>Recommendation of Graduate Advisor or Program Chair</td>
</tr>
<tr>
<td>Second</td>
<td>College Graduate Coordinator or College Dean</td>
</tr>
<tr>
<td>Third</td>
<td>Dean, Graduate Studies</td>
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</table>

### Graduate Late or Retroactive Add of Culminating Experience Classes (i.e. 893, 894, 895, 898)

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
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<td>Graduate Advisor or Program Chair</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Graduate Late Application for Award of Degree

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Coordinator, Graduate Continuing Student Services</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Graduate Extension of Time to Make-up Incomplete Grade

<table>
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<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Recommendation of Instructor or Chair of Program Offering Course</td>
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### Graduate Retroactive Change of Incomplete Already Reverted to F Grade

<table>
<thead>
<tr>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>Instructor</td>
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<td>Second</td>
<td>Department Chair</td>
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### Graduate Term Unit Overloads

<table>
<thead>
<tr>
<th>Level</th>
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<tbody>
<tr>
<td>First</td>
<td>Graduate Advisor</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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</table>
### Graduate Leave of Absence Request for Classified Students

<table>
<thead>
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<th>Level</th>
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<tbody>
<tr>
<td>First</td>
<td>Graduate Advisor or Program Chair</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Graduate Appeal of an Assigned Grade

<table>
<thead>
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<tbody>
<tr>
<td>First</td>
<td>Instructor</td>
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<tr>
<td>Second</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Third</td>
<td>College Dean</td>
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### Retroactive Granting of Post-Baccalaureate Status for Course Work Taken While in Undergraduate Standing

<table>
<thead>
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<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Graduate Advisor or Program Chair</td>
</tr>
<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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<tr>
<td>Third</td>
<td>Registrar</td>
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### Advancement to Candidacy (ATC) Appeals

### Course Substitutions

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Graduate Advisor, College Graduate Coordinator, or Department Chair</td>
</tr>
<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Waiver of 12 Unit Pre-Program Limitation Requirement

<table>
<thead>
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<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Graduate Advisor or Program Chair</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Exceed 30% CR/NC Grading

<table>
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<tbody>
<tr>
<td>First</td>
<td>Graduate Advisor or Program Chair</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Acceptance of Transfer Units

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Graduate Advisor and Graduate Coordinator</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Waiver of Seven Year Requirement to Complete Degree or Certificate

<table>
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<tbody>
<tr>
<td>First</td>
<td>Graduate Advisor or Program Chair</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Election of Bulletin Requirements to be Followed

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>First</td>
<td>Coordinator, Graduate Continuing Student Services</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Most Other Advancement to Candidacy Requirements

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<tbody>
<tr>
<td>First</td>
<td>Coordinator, Graduate Continuing Student Services</td>
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<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Graduate Late Registration and Fee Payment

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Registrar</td>
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<tr>
<td>Second</td>
<td>Director, Enrollment Services</td>
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<tr>
<td>Third</td>
<td>Registration Appeals Committee</td>
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### Baccalaureate Degree Equivalency

<table>
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<tbody>
<tr>
<td>First</td>
<td>Dean, Graduate Studies</td>
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<tr>
<td>Second</td>
<td>University Baccalaureate Equivalency Committee (Materials filed with Enrollment Services)</td>
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### Graduate Student Fees

<table>
<thead>
<tr>
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<th>Office</th>
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<tbody>
<tr>
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<td>Registration Appeals Committee Designee</td>
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<tr>
<td>Second</td>
<td>Registration Appeals Committee</td>
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<tr>
<td>Third</td>
<td>Vice President, Administration and Finance</td>
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### Graduate Appeal of Residency Status

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>Coordinator, Graduate Continuing Student Services</td>
</tr>
<tr>
<td>Second</td>
<td>General Counsel, Chancellor’s Office</td>
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### Graduate Course Challenges

<table>
<thead>
<tr>
<th>Level</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>Program Chair</td>
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<tr>
<td>Second</td>
<td>College Dean or Associate Dean</td>
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### Graduate Assessment of Course Prerequisites

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Second</td>
<td>Program Chair</td>
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<td>College Dean or Associate Dean</td>
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### Acceptance of Any Course in ATC Program Requirements

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</thead>
<tbody>
<tr>
<td>First</td>
<td>Graduate Advisor or Coordinator of Graduate Program</td>
</tr>
<tr>
<td>Second</td>
<td>Program Chair</td>
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<tr>
<td>Third</td>
<td>College Graduate Coordinator</td>
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<td>Dean, Graduate Studies</td>
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### Graduate Course Waiting List Appeals

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<tr>
<td>Second</td>
<td>Program Chair</td>
</tr>
<tr>
<td>Third</td>
<td>College Dean or Associate Dean</td>
</tr>
</tbody>
</table>
### Graduate Retroactive Award of Degree
#### Within One Year

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Coordinator, Graduate Student Services</td>
</tr>
<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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#### More than One Year

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>Coordinator, Graduate Student Services</td>
</tr>
<tr>
<td>Second</td>
<td>Dean, Graduate Studies</td>
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### Graduate Withdrawal from Courses
#### Retroactive Course Withdrawal

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<tbody>
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<td>Instructor</td>
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<td>Second</td>
<td>Program Chair</td>
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<tr>
<td>Third</td>
<td>College Dean</td>
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<td>Board of Appeals and Review</td>
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#### Retroactive Semester Withdrawal

<table>
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