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

Level | Office
--- | ---
First | Admission Counselor
Second | Assistant/Associate Director, Admissions
Third | Director, Admissions

Early Start

Level | Office
--- | ---
First | Director, Development Studies

Undergraduate Evaluation of Transfer Credit

General Education

Level | Office
--- | ---
First | Supervisor, Evaluations
Second | Director, Advising Center
Third | Dean, Undergraduate Education and Academic Planning

Major Course

Level | Office
--- | ---
First | Department Advisor
Second | Department Chair

Undergraduate Student Fee

Level | Office
--- | ---
First | Registration Appeals Committee Designee
Second | Registration Appeals Committee
Third | VP, Business and Finance

Undergraduate Retroactive Degree

Within One Year

Level | Office
--- | ---
First | Graduation Evaluator
Second | Dean, Undergraduate Education and Academic Planning
Third | Board of Appeals and Review

More than One Year

Level | Office
--- | ---
First | Graduation Evaluator
Second | Dean, Undergraduate Education and Academic Planning
Third | Board of Appeals and Review

Undergraduate Residency

Level | Office
--- | ---
First | Admissions Specialist
Second | Residency Specialist
Third | General Counsel, Chancellor’s Office

Undergraduate Late Registration

Level | Office
--- | ---
First | Registrar
Second | Registration Appeals Committee
Third | Director, Enrollment Management

Undergraduate Graduation Denial

Level | Office
--- | ---
First | Graduation Evaluator
Second | Follow route appropriate to specific cause of denial

Undergraduate Grade Appeals

Level | Office
--- | ---
First | Instructor
Second | Department Chair
Third | College Dean

Undergraduate Academic Load: Excess Units

20 – 24 Units (Students with Majors)

Level | Office
--- | ---
First | Major Advisor
Second | College Dean

20+ Units (Undeclared Students)

Level | Office
--- | ---
First | Advisor, Advising Center
Second | Director, Advising Center
Third | Dean, Undergraduate Education and Academic Planning

25+ Units

Level | Office
--- | ---
First | Major Advisor
Second | College Dean
Third | Dean, Undergraduate Education and Academic Planning

Undergraduate Academic Disqualification

Students with Majors

Level | Office
--- | ---
First | Department Chair
Second | College Dean
Third | Board of Appeals and Review
<table>
<thead>
<tr>
<th>Undeclared Students</th>
<th>Level</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>Advisor, Advising Center</td>
<td></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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<table>
<thead>
<tr>
<th>Undeclared EOP Students</th>
<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Advisor, EOP</td>
<td></td>
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<tr>
<td>Second</td>
<td>Dean, Undergraduate Education and Academic Planning</td>
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<td>Third</td>
<td>Board of Appeals and Review</td>
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<table>
<thead>
<tr>
<th>All University Undergraduate Graduation Requirements</th>
<th>Level</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Consult with Advising Center advisor for appropriate referral</td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>Dean, Undergraduate Education and Academic Planning</td>
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</table>

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Advisor, Advising Center</td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>Dean, Undergraduate Education and Academic Planning</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate Course Waiting List Objections</th>
<th>Level</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>Department Chair</td>
<td></td>
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<tr>
<td>Third</td>
<td>College Dean</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate Course Prerequisite</th>
<th>Level</th>
<th>Office</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>Instructor</td>
<td></td>
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<tr>
<td>Second</td>
<td>Department Chair</td>
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<tr>
<td>Third</td>
<td>College Dean</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate Major Requirements Acceptance of Course Work</th>
<th>Level</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Major Advisor</td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>Department Chair</td>
<td></td>
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<tr>
<td>Third</td>
<td>College Dean</td>
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### 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 Leave of Absence Request for Classified Students
Level | Office
--- | ---
First | Graduate Advisor or Program Chair
Second | Dean, Graduate Studies

Graduate Appeal of an Assigned Grade
Level | Office
--- | ---
First | Instructor
Second | Department Chair
Third | College Dean

Retroactive Granting of Post-Baccalaureate Status for Course Work Taken While in Undergraduate Standing
Level | Office
--- | ---
First | Graduate Advisor or Program Chair
Second | Dean, Graduate Studies
Third | Registrar

Advancement to Candidacy (ATC) Appeals
Course Substitutions
Level | Office
--- | ---
First | Graduate Advisor, College Graduate Coordinator, or Department Chair
Second | Dean, Graduate Studies

Waiver of 12 Unit Pre-Program Limitation Requirement
Level | Office
--- | ---
First | Graduate Advisor or Program Chair
Second | Dean, Graduate Studies

Exceed 30% CR/NC Grading
Level | Office
--- | ---
First | Graduate Advisor or Program Chair
Second | Dean, Graduate Studies

Acceptance of Transfer Units
Level | Office
--- | ---
First | Graduate Advisor and Graduate Coordinator
Second | Dean, Graduate Studies

Waiver of Seven Year Requirement to Complete Degree or Certificate
Level | Office
--- | ---
First | Graduate Advisor or Program Chair
Second | Dean, Graduate Studies

Election of Bulletin Requirements to be Followed
Level | Office
--- | ---
First | Coordinator, Graduate Continuing Student Services
Second | Dean, Graduate Studies

Most Other Advancement to Candidacy Requirements
Level | Office
--- | ---
First | Coordinator, Graduate Continuing Student Services
Second | Dean, Graduate Studies

Graduate Late Registration and Fee Payment
Level | Office
--- | ---
First | Registrar
Second | Director, Enrollment Services
Third | Registration Appeals Committee

Baccalaureate Degree Equivalency
Level | Office
--- | ---
First | Dean, Graduate Studies
Second | University Baccalaureate Equivalency Committee (Materials filed with Enrollment Services)

Graduate Student Fees
Level | Office
--- | ---
First | Registration Appeals Committee Designee
Second | Registration Appeals Committee
Third | Vice President, Administration and Finance

Graduate Appeal of Residency Status
Level | Office
--- | ---
First | Coordinator, Graduate Continuing Student Services
Second | General Counsel, Chancellor’s Office

Graduate Course Challenges
Level | Office
--- | ---
First | Program Chair
Second | College Dean or Associate Dean

Graduate Assessment of Course Prerequisites
Level | Office
--- | ---
First | Instructor of Course
Second | Program Chair
Third | College Dean or Associate Dean

Acceptance of Any Course in ATC Program Requirements
Level | Office
--- | ---
First | Graduate Advisor or Coordinator of Graduate Program
Second | Program Chair
Third | College Graduate Coordinator
Fourth | Dean, Graduate Studies

Graduate Course Waiting List Appeals
Level | Office
--- | ---
First | Instructor of Course
Second | Program Chair
Third | College Dean or Associate Dean
### Graduate Retroactive Award of Degree
#### Within One Year

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<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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</tbody>
</table>

#### More than One Year

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

### Graduate Withdrawal from Courses

#### Retroactive Course Withdrawal

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<tbody>
<tr>
<td>First</td>
<td>Instructor</td>
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<tr>
<td>Second</td>
<td>Program Chair</td>
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<td>College Dean</td>
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<td>Fourth</td>
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</table>

#### Retroactive Semester Withdrawal

<table>
<thead>
<tr>
<th>Level</th>
<th>Office</th>
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<tbody>
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<td>First</td>
<td>Registrar</td>
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<td>Second</td>
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