

APPEALS PROCESS

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

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

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

Undeclared Students

Level	Office
First	Advisor, Advising Center
Second	Dean, Undergraduate Education and Academic Planning

All University Undergraduate Graduation Requirements

Level	Office
First	Consult with Advising Center advisor for appropriate referral

General Education Requirements

Level	Office
First	Advisor, Advising Center
Second	Dean, Undergraduate Education and Academic Planning

Undergraduate Course Waiting List Objections

Level	Office
First	Instructor
Second	Department Chair
Third	College Dean

Undergraduate Course Prerequisite

Level	Office
First	Instructor
Second	Department Chair
Third	College Dean

Undergraduate Major Requirements**Acceptance of Course Work**

Level	Office
First	Major Advisor
Second	Department Chair
Third	College Dean

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

Level	Office
First	Recommendation of Graduate Coordinator or Program Chair
Second	Director, Graduate Admissions and Student Services
Third	Dean, Graduate Studies

Graduate Waiver of 3.0 GPA Admission Requirement Master's Degree and Credential Objective Students

Level	Office
First	Recommendation of Graduate Advisor or Program Chair
Second	Dean, Graduate Studies

Graduate Reinstatement Unclassified Students

Level	Office
First	Director, Graduate Admissions and Student Services
Second	Dean, Graduate Studies

Classified and Credential Objective Students

Level	Office
First	Recommendation of Graduate Advisor or Program Chair
Second	College Graduate Coordinator or College Dean
Third	Dean, Graduate Studies

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

Level	Office
First	Graduate Advisor or Program Chair
Second	Dean, Graduate Studies

Graduate Late Application for Award of Degree

Level	Office
First	Coordinator, Graduate Continuing Student Services
Second	Dean, Graduate Studies

Graduate Extension of Time to Make-up Incomplete Grade

Level	Office
First	Recommendation of Instructor or Chair of Program Offering Course

Graduate Retroactive Change of Incomplete Already Reverted to F Grade

Level	Office
First	Instructor
Second	Department Chair

Graduate Term Unit Overloads

Level	Office
First	Graduate Advisor
Second	Dean, Graduate Studies

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

Level	Office
First	Coordinator, Graduate Student Services
Second	Dean, Graduate Studies

More than One Year

Level	Office
First	Coordinator, Graduate Student Services
Second	Dean, Graduate Studies

Graduate Withdrawal from Courses

Retroactive Course Withdrawal

Level	Office
First	Instructor
Second	Program Chair
Third	College Dean
Fourth	Board of Appeals and Review

Retroactive Semester Withdrawal

Level	Office
First	Registrar
Second	Board of Appeals and Review