

How to Submit a Petition:

URL: <https://ugrad-petitions.ucsd.edu/ugrad/petitions/submit>

** Note: This example shows a **Course Substitution Petition**, but if you have not yet taken the course, please submit a **Pre-Approval Petition** **

Step 1: Choose the "Data Science Program" from the Drop Box

Step 2: Choose either "Pre-Approval" (if you have not yet taken the course) or "Course Substitution" (if you have already taken the course and have a grade)

— **Petition Type** —

Participating Department: Petition Type: Petition to substitute UCSD major course(s) with other cours

— **Petition Request (Current Status is New. Note: Pending or Approved/Disapproved Petitions cannot be updated or deleted)** —

Course Information(*): Please select UCSD Course(s) and List courses you taken taken to be reviewed for equivalency.

UCSD Course(s): Specify: Please

Step 3: If course is not listed, choose "other"

Step 4: Specify the course you wish to substitute

— **Petition Request (Current Status is New. Note: Pending or Approved/Disapproved Petitions cannot be updated or deleted)** —

Please select UCSD Course(s) and List courses you taken taken to be reviewed for equivalency.

UCSD Course(s): Specify: Please to List Courses

Press "Done" when finished adding courses.

College	Course	Term Completed	Grade	Action
UCSD	Econ 120A	Spring 2018	A	[Delete]

Step 5: Click here, and then click "Add Course"

Step 6: List where you completed the course (UCSD or other college), the course you wish to petition, the term you completed the course (or will complete if pre-approval), and your grade in the course (if course substitution)

Step 7: Click "Done"

Petition Reasons(*)

I am petitioning for ECON [120A](#) to substitute my upper division statistics requirement. I have already completed the course and as stated in the Academic Catalog, I am not allowed duplicate credit for the currently listed course options to meet this core major requirement. I have included both course descriptions stating this policy below for further justification:
ECON [120A](#). [Econometrics A \(4\)](#)
Probability and statistics used in economics. Probability and sampling theory, statistical inference, and use of spreadsheets. Credit not allowed for Econ [120A](#) after [ECE 109](#), [MAE 108](#), [Math 180A](#), [Math 183](#), or [Math 186](#). Prerequisites: Econ 1; and Math [10C](#) or [20C](#) or [318H](#).
MATH [183](#). [Statistical Methods \(4\)](#)

Note: For each course taken off-campus, you **MUST** upload a syllabus **OR** provide a link to course description. We **cannot** process your petition without it.

Choose File No file chosen
Files (maximum 4):
C:\fakepath\Completed Coursework.docx Delete
C:\fakepath\Course Description.docx Delete
C:\fakepath\Syllabus.docx Delete

Step 9: Attach the course syllabus, the course description from the Academic Catalog, an example of completed coursework, and any other relevant attachment. If Pre-Approval, attach course description and syllabus (if available)

Step 8: Fill in your petition reason

(*): required fields

Submit Your Petition

LAST STEP! Click Submit!

Please note, petitions may take up to 4 to 6 weeks to process, so please submit them ASAP!