

UNIVERSITY OF CALIFORNIA, SAN DIEGO

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DEPARTMENT OF MATHEMATICS

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Information on Petitions

Deviations from University or Departmental requirements as listed in the general catalog for the year you entered UCSD, or any substitution of non-articulated courses, whether from UCSD or another institution, must be approved by petition. Undergraduate Student Petitions are available on TritonLink, at the Registrar's Office, or from provost or departmental student offices. Please complete them carefully, accurately, and completely. Be specific and clear as to what you are requesting and why.

You will be notified via email of the decision made by the department on your petition. Please note that while some petitions (particularly those requesting exceptions to University rules) may require further approval and may take additional time, most petitions are reviewed within 1-2 weeks. Petitions submitted during quarter breaks or over the summer will normally take longer for resolution.

Transfer of Courses from other Institutions

Courses taken at other accredited institutions may be applied toward major requirements with approved petitions. Students planning to take courses at other institutions should petition in advance in order to guarantee proper transfer. The following information should be included on or with the petition:

1. Name of other institution
2. Course number and name
3. Year and term of the course
4. Course description from their catalog
5. Syllabus of course (including textbook used and chapters covered)

Any course taken via non-traditional means (i.e. distance learning, on-line courses, etc) must specify the following:

6. Method of instruction (i.e. self-paced, teleconference, etc)
7. Method (and security) of examinations (i.e. on-line exams, proctored tests, etc)

Example of how to word a petition for transfer equivalency:

Request That American River College Math 350 'Calculus for Life and Social Sciences I' taken FA07 be reviewed as approximately equivalent to UCSD Math 10A. Text used: 'Applied Calculus' 3rd ed by Hughes-Hallett. See course description and syllabus attached.

Reason Receive transfer credit for course required by major

Waiver for Submitted Materials

I understand that I must read my email listed on this petition to learn of the outcome of my petition. I also understand that I must return to APM 7018 to collect any materials submitted with my petition. The Math Dept. has my permission to discard any materials if I do not collect them within 3 months of submission.

PRINT FIRST AND LAST NAME

UCSD PID

SIGNATURE

DATE