

## College of Humanities, Arts, and Social Sciences--Student Affairs Student Petition

### **The student petition is used when requesting**

- Waiver of Units for Graduation
- Waiver of Senior Residency Requirement
- To exceed the maximum number of units allowed toward graduation (216 units)
- Repetition of Course (taken for the third time)
- \*Credit by Examination
- Time Extension for Removal of Incomplete Grade
- Request to revert "F" or "NC" to "I" incomplete (originally graded Incomplete) (\*fee required)

### **Instructions:**

Complete the petition and state your reason for the request

Acquire required academic advisor's recommendation and necessary instructor's recommendation as indicated on the form

Petition is forwarded by advisor to the Associate Dean for review

Student should contact advisor for decision

### **Policies**

#### **Units for Graduation:**

A minimum of 180 units of academic work with a grade point average of 2.00 in all courses undertaken in the University of California is required for graduation. Not more than 6 units of physical education activities courses, no 400 series course, and not more than three courses in the 300 series may be counted toward the 180 unit requirement.

#### **Senior Residency:**

The minimum residence at the University of California required for a degree is three quarters. One of the three quarters may be completed in a UCR summer session in which the student carries 12 units, unless a reduced load is approved in advance by the dean of the student's college. Courses completed in the University of California Extension are *not* considered work in residence. Thirty-five (35) of the final 45 units must be earned in residence in the student's college (this does not preclude the student from taking courses in other colleges on campus). For students who are enrolled in the Education Abroad Program, 35 of the final 90 units, including the final 12 units, must be earned in residence. Eighteen (18) of the 35 units may be completed in summer session courses on the Riverside campus.

#### **Unit Requirements:**

Students must satisfactorily complete for credit a minimum of 180 units for the bachelor's degree. A maximum of 216 units is allowed. After having credit for 216 units, students are not permitted to continue except in cases approved by the Associate Dean in which specific academic or professional reasons are involved.

#### **Repetition of Courses:**

Repetition of a course more than once requires approval by the appropriate dean in all instances. Degree credit for a course will be given only once. When a course is repeated, only the most recently earned grade shall be computed in the grade point average, up to a total of 16 units of repeated University of California course work. Thereafter, all grades earned in a course will be computed in the grade point average. A

student may repeat only those courses in which a grade of "D+," "D," "D-," "F," or "NC" was received (except in the case of Basic Writing 1, 2A-2B, 3, 3D or English 1A, 1B, 1C in which a grade of "C-" may be repeated). Courses in which a grade of "D+," "D," "D-," "F," has been earned may not be repeated on a Satisfactory or No Credit basis.

**Credit by Examination:**

A UCR student in residence and in good academic standing may take examinations for degree credit in courses offered on the campus without formally enrolling in them and in subjects appropriate to the major, but not offered at UCR. The results of the examinations are entered upon the student's record. There is a \$5 service charge for each petition.

Before the examination may be given, arrangements and approval for examination for degree credit must be made with the instructor appointed to give the examination, a faculty advisor (if the major department requires it), and the Associate Dean. Petitions must be filed with the Office of the Registrar no later than the third week of instruction. Credit by examination is not allowed for English Composition courses. The credit by examination may not be used as a means of improving a previous grade.

**Incomplete Grades:**

The grade "I" (incomplete) is a provisional grade which denotes that a student's work was of passing quality but incomplete for good cause. Units attempted are not charged for courses graded "I." The grade and units of "I" may be replaced if the work is completed as specified by the instructor prior to the end of the following quarter. When a course graded "I" has not been successfully completed after one additional quarter or by the time the student is ready to graduate, whichever is less, it will be replaced by a grade of "F," or by "NC" if the course were taken on a "S/NC" basis. The appropriate dean may extend the time for successful completion when he or she considers that circumstances warrant it, provided the request is received before the grade "I" is changed to "F" or "NC."