

UNIVERSITY OF CALIFORNIA, SAN DIEGO

Department of Mathematics

Website: www.math.ucsd.edu

Email: mathadvising@math.ucsd.edu

Telephone: 858-534-3590

Fax: 858-534-1176

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 the **Virtual Advising Center** (vac.ucsd.edu) of the faculty decision 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 2-3 weeks. Petitions submitted during quarter breaks or over the summer may take longer for resolution.

Transfer of Courses from other Institutions

Courses taken at other accredited institutions may be applied toward 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 must 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 (with chapter titles). **Note: Failure to provide a syllabus with textbook and weekly course topic information may result in disapproval.**
6. Unofficial transcript (only required if the course is not currently posted on your UCSD Academic History).

Courses taken via non-traditional means (e.g. distance learning, online courses) must also specify the following:

7. Method of instruction (e.g. self-paced, Skype, etc.)
8. Method and security of examinations (e.g. online exams, proctored tests, etc.)

Example of how to word a petition for transfer equivalency:

Request Brigham Young University Math 112 ‘Calculus I’ taken SP17 be reviewed as approximately equivalent to UCSD Math 20A. Textbook used: ‘Calculus’ 7th ed. by Stewart. Syllabus with weekly course schedule attached.

Reason Course required for major, minor, or GE.

Waiver for Submitted Materials

(Fill out and include with petition *only* if personal materials are submitted)

Print First and Last Name

UCSD PID

I understand that I must return to APM 7409 to collect any personal materials submitted with my petition if I wish to retain them. The Mathematics Department has my permission to discard of any supplemental materials I do not collect within three months of the date of submission.

Signature

Date