



Retroactive Petition

Instructions

Petitions submitted more than **12 months** after the end of the student's program will not be processed. The end of the student's program is determined according to the UCEAP calendar for the program in question.

The Retroactive Petition is used for requests to change the student's record after classes have ended, final exams have begun, or the grade may be known to the student, whichever is earlier, and for which there is no supporting documentation (e.g., Registration Study List or a General Petition) of a clerical or procedural error.

Retroactive Petitions require final approval by the student's UC campus dean or provost. Some campuses have committees.

Examples of retroactive petition requests include drops, adds, grade option changes, unit changes, and subject area changes. The Retroactive Petition is not used for grade inquiries (see Request to Review).

Section 1

Provide course information as it appears in MyEAP.

Section 2

Indicate action(s) for each course. Multiple requests may require separate forms. The Academic Specialist will inform students if additional forms are required.

Section 3

Indicate total program units before and after petition. Depending on the action, the units may be the same.

Section 4

Include proper justification for action; attach separate page if necessary. This type of petition is usually approved only in extenuating circumstances related to health problems or special academic situations. Among other things, extenuating circumstances do **not** include 1) not needing or wanting a class, 2) not doing well in a class, 3) not knowing you were still enrolled in a class, 4) not knowing the deadline or procedure for changing your schedule, 5) forgetting to make an intended change, 6) not knowing how well you were doing by the deadline, 7) having too heavy a course load, 8) wishing to improve your GPA, 9) not understanding the teaching style.

Student must sign and date forms. Unsigned or incomplete petitions will be returned unprocessed.

If a petition is disapproved by the dean or provost, no action is reported to the campus registrar. If a petition is denied, the decision is final and "re-petitioning" the same action is not permitted.

RETROACTIVE PETITION

Name: _____ UC ID: _____ Email: _____

Country/Program: _____ Year/ Term: _____

UC Campus/College: _____ Major: _____

SECTION 1

UCEAP Subject Area and Number	Course Title	Instructor	UC Units	Grade	Add Course	Drop Course	Change Units To:	Change To P/NP	Change To Letter	Change Subject Area To:
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

SECTION 2

SECTION 3

Total UCEAP quarter units before petition: _____ Total UCEAP quarter units after petition: _____

SECTION 4

Reason for Request

I authorize UCEAP to provide copies of all supporting documentation to the designated UC campus official for the purpose of evaluating my retroactive petition request.

Student signature _____
Date

STUDY CENTER RECOMMENDATION: Approve Disapprove

Provide a supporting statement to support the recommendation.

Signature _____
Date

UCEAP RECOMMENDATION: Approve Disapprove

Comments:

Signature _____
Date

ACTION: Approve Disapprove

Comments:

College Dean or Provost signature (print name below) _____
Date

<p>For EAP Use: Date Received _____ Initials _____</p>
