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)
- **Step 3:** If course is not listed, choose “other”
- **Step 4:** Specify the course you wish to substitute
- **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”
Please note, petitions may take up to 4 to 6 weeks to process, so please submit them ASAP!

Step 8: Fill in your petition reason

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)

LAST STEP! Click Submit!