

### General Petition

Complete all information, sign your request, and return this form to COB 204 or email it to [ssha.advising@ucmerced.edu](mailto:ssha.advising@ucmerced.edu).

**You will be contacted by email once a decision has been made.**

Name: \_\_\_\_\_ UCM ID: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Email: \_\_\_\_\_ Check here if you are a transfer student:

Please select the appropriate request and ensure you attach all the necessary documents in order to process your request.

#### Dean Review

Reason for Petition	Required Documents	Processing Time
<input type="checkbox"/> Changing major/minor, double-majoring in senior standing	<ul style="list-style-type: none"> <li>Major/minor change form.</li> <li>Typed one-page statement explaining your circumstances of your petition.</li> </ul>	Generally 2-4 weeks
<input type="checkbox"/> Concurrent Enrollment	<ul style="list-style-type: none"> <li>Typed one-page statement explaining why you wish to be enrolled concurrently at UC Merced and another campus.</li> </ul>	Generally 2-4 weeks
<input type="checkbox"/> Petition of Excess Units (Do not meet the GPA requirement or wish to take more than 20 units)	<ul style="list-style-type: none"> <li>Petition of Excess Units.</li> <li>Typed one-page statement explaining your circumstances of your petition.</li> </ul>	Generally 2-4 weeks
<input type="checkbox"/> Other _____	<ul style="list-style-type: none"> <li>_____</li> <li>_____</li> </ul>	Generally 2-4 weeks

#### Faculty Review

Reason for Petition	Required Documents	Processing Time
<input type="checkbox"/> Course Substitution	<ul style="list-style-type: none"> <li>Typed one-page statement explaining your circumstances of your petition.</li> <li>Copy of the course syllabus for the course completed.</li> </ul>	Generally 2-8 weeks
<input type="checkbox"/> Course Exemption	<ul style="list-style-type: none"> <li>Typed one-page statement explaining your circumstances of your petition.</li> </ul>	Generally 2-8 weeks
<input type="checkbox"/> Other _____	<ul style="list-style-type: none"> <li>_____</li> <li>_____</li> </ul>	Generally 2-8 weeks

*I certify that the above information is true.*

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

#### To be completed by Academic Advisor

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Applied for Graduation: Term \_\_\_\_\_

Good Standing: Cum GPA \_\_\_\_\_

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Date

#### To be completed by School Dean or Faculty

Approved (see approval attached)

Denied (Reason: \_\_\_\_\_)

\_\_\_\_\_  
 Dean / Faculty Signature

\_\_\_\_\_  
 Date