

# ECP Appeal

## UCLA College of Letters & Science

Academic Advancement Program 1205 Campbell Hall  
 Honors Programs A311 Murphy Hall  
 Athletics Morgan Center, Suite 127  
 College Academic Counseling A316 Murphy Hall  
[www.caac.ucla.edu](http://www.caac.ucla.edu)

College undergraduates must use this form when submitting an ECP Appeal. Please complete the information below in print or type and return to your counseling unit during its regular business hours. This completed form must be submitted with the ECP appeal letter and, if applicable, any supporting documentation must be submitted to your counseling unit. Please allow 10-15 working days for your request to be reviewed and processed. You may check the status of your appeal on MyUCLA (Academics Tab > Advising & Academic Services > Petitions) or with your counseling unit.

Student Information	<b>1</b>	Name	<input type="text"/>	ID No.	<input type="text"/>
	E-mail Address	<input type="text"/>	Phone Number	<input type="text"/>	
<p><b>IMPORTANT NOTICE TO STUDENTS:</b> By signing below, I certify that the information contained on this petition and all supporting documentation is true and accurate. I understand that misrepresentation of facts or circumstances and/or completing any part of the Instructor Section is considered a violation of the <i>Student Conduct Code</i> and may result in sanctions, including, but not limited to, suspension or dismissal from the University.</p>					
Student Signature (required)		Print Name		Date	

ECP Appeal Information	<b>2</b>	Term Admitted: (e.g. Fall 2021)	<input type="text"/>	Intended Graduation Term (e.g. Fall 2025):	<input type="text"/>
	Current Declared Major(s):	<input type="text"/>	Intended Major(s):	<input type="text"/>	
	Current Declared Minor(s):	<input type="text"/>	Intended Minor(s):	<input type="text"/>	

**Submit the following additional information along with this completed form.**

- Attach a completed Degree Program Contract approved by your major/minor departmental advisor. This contract must be initialed and signed by the advisor(s).
- Attach an appeal letter and discuss the circumstances that contributed to insufficient academic progress. For more information on appeal guidelines, go to [www.caac.ucla.edu](http://www.caac.ucla.edu) (Policies > Expected Cumulative Progress).

**NOTE:** If approved, an enrollment lock will be placed on record and you will not be allowed to register for any regular terms after your intended graduation term.

CAE Verification	<b>3</b>	<p><b>NOTE TO STUDENT:</b> If you are registered with the Center for Accessible Education (CAE), and the reason you are completing this petition is related to your disability, you can request verification from the CAE. (<a href="https://cae.ucla.edu/contact">https://cae.ucla.edu/contact</a>).</p> <p><b>NOTE TO CAE Representative:</b> If the student's verification is on file with CAE, please complete this section.</p>	
	<p><input type="radio"/> The reason for the exception is NOT related to the student's verification with CAE. CAE staff initials _____</p> <p><input type="radio"/> Verification has been sent electronically. _____</p>		

College Section Only --- Do Not Write In This Section