

# General Graduate Student Petition

This petition is used for permission to transfer credit/units from another institution, to enroll in UCSB Professional and Continuing Education courses, to waive Graduate Council requirements, to register in dual enrollment, to repeat a graduate course more than once, or to retroactively code a course as a repeat. Students enrolled in a UCSB Summer Session directly prior to their fall admission quarter do not need to submit a General Graduate Student Petition to earn credit for those Summer Session courses, and they will automatically appear on the official transcript.

Name: Perm: International Student VISA:  
UCSB Email: Start Quarter and Year:  
Major: Degree Objective:

Quarter and Year that Master's Degree was Awarded (if applicable):  
Quarter and Year Advanced to Doctoral Candidacy (if applicable):

Course Details if applicable:  
Quarter and Year: Course: Enrollment Code: Instructor:

I am requesting:  
Transfer of credit/units (attach official transcript from college/university where course/s were completed)  
Permission to take UCSB Professional and Continuing Education Courses  
Waiver of Graduate Council requirements  
Permission for dual enrollment  
Repeat a graduate course more than once (3rd or more attempt to receive an acceptable grade)  
Retroactively code a course as a repeat

Explanation or Justification (or attach documentation as needed):

I confirm that:  
I will pay the non-refundable \$20.00 petition fee that will be charged to my BARC account  
I have been registered for at least one quarter and attached my official transcript (only if requesting to transfer credit/units)  
I have obtained the signature of the Department Graduate Advisor or Chair (not your personal advisor)  
I have obtained a signature from an OISS representative (international students only)

Student Signature: Date:

Department Chair/Faculty Graduate Advisor Approve Deny

Name: Signature: Date:

OISS Staff

Name: Signature: Date:

Grad Div Use Only Approve Deny

Signature: Date:

Non-refundable \$20 petition fee: