

GENERAL GRADUATE STUDENT PETITION

Please read the [General Graduate Student Petition](#) section of Graduate Division's website
A copy of the processed petition will be sent via email to student/department(s)

<p>The General Graduate Student Petition is used to request:</p> <ul style="list-style-type: none"> <u>TRANSFER OF CREDIT/UNITS</u> → Must complete one graduate quarter at UCSB before submitting petition → Must attach the official transcript from college/university where course(s) were completed <u>PERMISSION TO TAKE UCSB PROFESSIONAL AND CONTINUING EDUCATION COURSES</u> <u>WAIVER OF GRADUATE COUNCIL REQUIREMENTS</u> <u>PERMISSION FOR DUAL ENROLLMENT</u> 	<ul style="list-style-type: none"> <u>REPEAT A GRADUATE COURSE MORE THAN ONCE</u> <u>RETROACTIVELY CODE A COURSE AS A REPEAT</u> <p>Department Graduate Advisors or Chairs <i>review and recommend</i> to the Graduate Dean or Associate Dean approval or denial of students' petitions for academic changes. The Department may inform a student of their recommendation, but the Graduate Division Dean or Associate Dean makes the final determination.</p>
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Name: _____ Perm: _____ International Student VISA: _____
Must obtain OISS signature below

UCSB Email: _____ Degree(s)/Major: _____ Start Qtr/Yr: _____

Master's Degree Awarded (if applicable): _____ Advanced to Doctoral Candidacy (if applicable): _____
Quarter & Year Quarter & Year

Course Details if applicable:

Qtr/Yr	Course	Enrollment Code	Instructor Name

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)
- Retroactively Code a Course as a Repeat

Explanation or Justification (*attach documentation as needed*): _____

I have/agree to:

- Pay the non-refundable \$20.00 petition fee that will be charged to my BARC account
- Been registered for one quarter and attached official transcript (*only if requesting to transfer credit/units*)
- Obtained signature of Department Graduate Advisor or Chair (*not your personal advisor*)
- Obtained signature from an OISS representative (*international students only*)

Student's Signature _____ *Date* _____

**Pre-matriculated students (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. The courses will automatically appear on the official transcript.*

GRADUATE PROGRAM APPROVAL

Department Chair or Graduate Advisor:

- Approve
- Deny

Type or Print Name Signature Date

OISS Representative: _____
Type or Print Name Signature Date

GRADUATE DIVISION:

- Approve
- Deny

Signature Date

Non-refundable \$20.00 petition fee: