

GRADUATE STUDENT DEGREE REQUIREMENTS PETITION

Name

Perm #

**I request the following action:**

- Substitute departmental requirements.
- Waive departmental requirements.

Applies to departmental requirements only. A separate petition is required to request a waiver of Graduate Division requirements. *Please provide a detailed explanation of the request below and attach any applicable justifications or documentation.*

Student's Signature

Date

**Faculty Recommendations:**

Approve     Approve with Conditions (Please attach explanation)     Deny

      

Type or Print Name of Course Instructor    Signature    Date

Approve     Approve with Conditions (Please attach explanation)     Deny

      

Type or Print Name of Research Advisor    Signature    Date

Approve     Approve with Conditions (Please attach explanation)     Deny

      

Type or Print Name of Area Advisor    Signature    Date

Approve     Approve with Conditions (Please attach explanation)     Deny

      

Type or Print Name of Faculty Graduate Advisor    Signature    Date

**Staff Comments or Additional Required Approvals:**

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The nature of the request will determine which approvals are required. Students should discuss degree requirement requests with the Staff Graduate Advisor prior to completing this petition.

### **Course substitutions:**

18 units of graduate-level coursework in the Department of Chemistry and Biochemistry are required for the PhD. However, in some cases, inter-departmental coursework (BMSE or Materials courses, for example) may also be acceptable. Students should consult the area advisor to determine whether or not a course is applicable. If a student wishes to complete a course that has not been pre-approved by the area advisor, he or she may submit a petition requesting degree credit for the course. Be sure to include the course number, course title, and number of units that should be awarded for successful completion of the course. One petition may be submitted for multiple courses.

Graduate-level coursework completed at another institution prior to enrolling at UCSB will not automatically apply toward the 18-unit requirement. However, students transferring from another Master's or PhD program or who have previously completed a Master's or PhD in Chemistry or a related field may petition to substitute transfer coursework for UCSB course offerings. The petition must clearly state the name of the institution, the course number and title at that institution, the course offered by UCSB for which the transfer course will substitute, and the number of units that should apply toward the 18 total required. A course description and/or syllabus may be required.

### **Request for waiver of Departmental Requirements:**

A waiver of departmental degree requirements is unlikely to be considered except in extreme and/or unusual circumstances. In most cases, a leave of absence, change of research advisor, or change of degree objective is likely to be more appropriate. A substitution of departmental degree requirements (other than coursework) is also unlikely to be considered, but may be appropriate in cases where the student has completed comparable graduate-level requirements prior to transferring to UCSB. Students should consult with their primary research advisor, the appropriate area advisor, and the faculty graduate advisor before pursuing a waiver of degree requirements.

**NOTE: Approval of departmental faculty members via this petition does not constitute approval of the Graduate Division.** Students who receive departmental subject credit for transfer courses will not necessarily receive unit and/or transfer credit from the Graduate Division and, if desired, must petition for such credit separately. Students granted a waiver of departmental requirements by faculty within the department are not exempt from any Graduate Division requirements. Students wishing to request an exception to Graduate Division requirements or policy should consult the Graduate Policies and Procedures Handbook (<http://www.graddiv.ucsb.edu/handbook/>).