



120 Admin., Zot: 3180  
(Attn.: Andrea Anderson)  
(949) 824-1244  
alanders@uci.edu

GENERAL PETITION FOR:

- A. Transfer of Course Credit (to Masters) or
- B. Waiver of Required Course (for Ph.D.) or
- C. Substitution of Equivalent Course or
- D. Acceptance of Grades below "B" toward Final Degree requirements

FOR GRADUATE STUDENTS

STUDENT

Complete the top section and submit this petition to your home department office for approval. After your department has approved this petition, submit it to the Office of Graduate Studies, 120 Administration, Zot: 3180, for processing. For multiple transfer of units or waiver requests, please attach additional sheets.

Student Name: _____			Student ID Number: _____
Last	First	Middle	
Student Phone: (    ) _____	Student e-mail address: _____		
Home Department: _____			
Degree:	<input type="checkbox"/> Ph.D.	<input type="checkbox"/> Ed.D.	<input type="checkbox"/> M.A.
	<input type="checkbox"/> M.S.	<input type="checkbox"/> M.F.A.	<input type="checkbox"/> M.A.T.
	<input type="checkbox"/> M.U.R.P.	<input type="checkbox"/> M.B.A.	<input type="checkbox"/> M.A.S.
Effective date (check one):	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring
			_____ (Year)

I Request to:

A. Transfer to a Master's degree \_\_\_\_\_ ( \_\_\_\_\_ ) from \_\_\_\_\_ taken prior to first enrollment in the graduate program at UCI. **(Must attach official transcript.)**  
Units      Course Number      Institution  
 (NOTE: If units were earned during undergraduate study, a letter from the institution is required stating course work was not used toward the bachelor degree.)

Reason: \_\_\_\_\_

B. Waive \_\_\_\_\_ ( \_\_\_\_\_ ) from Ph.D. requirements based on ( \_\_\_\_\_ ) taken in a MS/PhD program  
Unit      Course Number      Course number      Units  
 at \_\_\_\_\_ . **(Must attach official transcript.)**  
Institution

Reason: \_\_\_\_\_

C. Substitute \_\_\_\_\_ ( \_\_\_\_\_ ) for \_\_\_\_\_ ( \_\_\_\_\_ )  
UCI Course Number      Units      UCI Course Number      Units

Reason: \_\_\_\_\_

D. Have \_\_\_\_\_ in \_\_\_\_\_ taken \_\_\_\_\_ accepted towards final degree requirements.  
Letter Grade      UCI Course Number      Quarter/Year (e.g., Fall/2004)

Reason: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Your home department will be notified when approved by the Office of Graduate Studies.

(continued on next page)

Dept. Chair/Grad Advisor initials:

**DEPARTMENT**

Please complete this section, then return this form to the student or forward it to Office of Graduate Studies, 120 Administration, Zot: 3180, Attention A. Anderson.

- APPROVED
- NOT APPROVED

\_\_\_\_\_  
Name Department Chair/Graduate Advisor (please print)

\_\_\_\_\_  
Campus Phone

\_\_\_\_\_  
Department Chair/Graduate Advisor (please sign)  
**[NOTE: Please initial the box in bottom-right of p. 1]**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean  
(Signature required for: Biological Sciences, Engineering, Humanities, Social Ecology, Social Science & ICS)

\_\_\_\_\_  
Date

**OFFICE OF GRADUATE STUDIES**

- APPROVED
- NOT APPROVED

\_\_\_\_\_  
Dean of Graduate Studies (or designate)

\_\_\_\_\_  
Date

**Administrative Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **A. Transfer of Credit**

With regard to Transfer of Credit, this Petition may be used for purposes of requesting transfer of credit by currently enrolled students only.

### **1. Policy**

Transfers of credit toward master's degree requirements are governed by University regulation and policy summarized in the [UCI General Catalogue](#) and may also be found on the website of the UC Senate Manual By-Laws and Regulations (IR 544, 726, 694)

- a. Petitions for transfer credit will be considered only when the work is necessary to fulfill degree requirements.
- b. If official transcripts of academic work are not already in the student's file, they must be submitted as part of any petition for transfer credit or course substitution of degree requirements.
- c. No petition for transfer credit is needed for work completed as a regular graduate student in UCI regular academic sessions, at other UC campuses through Intercampus Exchange, or in UCI Summer Sessions, including Summer Sessions prior to the first quarter you registered at UCI following formal admission to a graduate program.

### **2. Procedures**

- a. Petitions for transfer of credit should be submitted as soon as possible after first enrollment as a UCI graduate student or after completion of the academic work for which transfer credit is requested. All petitions for transfer credit must be supported by official transcripts of the work completed, and sent directly to the Office of Graduate Studies (Attn.: Enrolled Students Officer, A. Anderson) by the issuing institution.
  - b. Up to one-half the total units required that were earned during regular academic quarters at another graduate division of the University of California may be transferred. That is, at least one-half of the course requirement for a master's degree must be completed while in residence as a graduate student at UCI.
  - c. Up to one-fifth the total units required may be transferred from any one or a combination of the following: University of California Extension, another institution, or Summer Sessions at another UC campus.
  - d. Semester units will be transferred at 1.5 times the quarter unit value.
  - e. In all cases, transfer credit may be allowed only for graduate-level work taken after awarding of the Bachelor's degree or when taken as an undergraduate in excess of both the unit and major requirements for the Bachelor's degree. No transfer of credit will be accepted for coursework applied toward the requirements of another graduate degree.
  - f. No transfer credit will be allowed for any course in which a grade below B or the equivalent is assigned.
  - g. No transfer credit may be given for work completed while currently enrolled, or on an academic leave of absence, without prior written approval of the departmental faculty graduate advisor and the Dean of Graduate Studies.
  - h. Under no circumstances will grade credits be transferred.
  - i. Courses that are transferred do not count toward the required number of units in 200-series courses.
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## **B. Waiver of Course Work**

With regard to waiving course work, this petition should be used for all requests for waivers of course work. Courses taken toward a graduate degree at another institution cannot be transferred for credit toward a Ph.D. at UCI. However, a course requirement may be waived if a similar course was taken at another institution. To obtain a waiver, the academic unit should submit a full description of the course including a syllabus and a copy of the student's transcripts along with the *Petition* to OGS for review and approval.

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## **C. Course Substitution**

A student who has taken relevant graduate courses at UCI may petition to have a specific course certified as equivalent to one that satisfies UCI requirements. The petition should describe the two courses and the student's prior course work.

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## **D. Exceptions for Granting Credit Toward Degree for Courses with Grade Below "B"**

### **1. Academic Unit Exceptions**

In the case of those graduate programs in which the faculty has adopted, and the Graduate Council has approved, a special grading standard, courses in which the grade of B-, C+, and C were assigned will be accepted in partial satisfaction of degree requirements. Such exceptions will be noted in the Graduate Degree Program Summary for that program. A copy of the program summary is available in the academic unit and in the Office of Graduate Studies (Enrolled Students Officer, A. Anderson, Ext. 41244). A cumulative grade point average of 3.0 is still required for all degree awards.

### **2. Individual Exceptions**

With the approval of a student's Graduate Faculty Advisor and the Dean of Graduate Studies, a course in which the student received a grade of C+ or C may be accepted in partial satisfaction of the requirements for an advanced degree. Such exceptions are not routinely granted. Whenever possible, the student should repeat the course for satisfactory credit toward the degree

#### **2a. Course Repetition**

Courses in which a grade below a B, or a grade of U, was received may be repeated only once. Only the most recently earned grades will be used in computing the student's grade point average for the first eight (8) units of repeated graduate course work. Thereafter, both the earlier and later grades will be used.

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