



GENERAL PETITION FOR:

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

STUDENT

This General Petition must be completed, signed and submitted to the Dean of Graduate Studies. Please attach additional sheets for multiple transfers of units or waiver requests.

Student Name: _____
Last First Middle Student ID Number

Phone Number: _____ Email Address: _____

Current School: ☐ School of Engineering ☐ School of Natural Science ☐ School of Social Sciences, Humanities & Arts

Degree: ☐ MA ☐ MS ☐ PhD

Effective date: ☐ Fall ☐ Spring Year: _____

I request to:

A. Transfer _____ units from _____ to a Master's degree taken prior to
of Units Name of Institution

First enrolling in the graduate program at UCM (**must attach official transcript**).

(Note: A letter from the institution is required stating course work you would like to transfer was not used towards the bachelor degree if units were earned during undergraduate study.)

Reason: _____

B. Waive _____ (_____) from PhD requirements based on _____ (_____) completed in a
Unit(s) Course Number Unit(s) Course Number

MS/MA/PhD program at _____ (**must attach official transcript**).

Reason: _____

C. Substitute _____ (_____) for _____
UCM Course Number Unit(s) UCM Course Number Units

Reason: _____

D. Have _____ in _____ completed during _____ accepted towards final degree requirements.
Letter Grade UCM Course Number Semester/Year (e.g., Fall/2004)

Reason: _____

E. Petition the following: _____

Reason: _____

STUDENT SIGNATURE _____ DATE _____

Your School will be notified when the Graduate Division approves the petition.

SCHOOL

Please complete this section. You may add comments below. Return this form to the Graduate Division.

☐ APPROVED

☐ NOT APPROVED

Graduate Advisor (print)

(signature)

Date

Graduate Group Chair (print)

(signature)

Date

Comments:

GRADUATE DIVISION

☐ APPROVED

☐ NOT APPROVED

Dean of Graduate Division (print)

(signature)

Date _____