

Course Petition Process

The process for a course petition is a two-step process and they cannot be done concurrently. You must fully complete step 1 before you move onto step 2.

Here is the process:

Step 1:

- Complete the appropriate department course petition form depending on your situation. Each course you plan to petition for must have its own petition form. You cannot put multiple courses on one form. The petition forms can be found here under “course petition process.”
- Follow the instructions on the form and obtain the required information and signatures.
- You can only move onto step 2 when you get final approval from the graduate directors!

Step 2:

- Once you’ve received signed approval from the graduate directors from step 1, you can now complete the final step!
- Go to UCI Grad Div’s webpage linked here
- Scroll down to “docusign forms for all students”
- Click on General Petition, it will open a Docusign form
- Use this information for the signer information:
 - Form Preparer: Your name and email
 - Student: Your name and email
 - Department Chair: David Frank, frankd@uci.edu
 - Associate Dean: Barbara Sarnecka, sarnecka@uci.edu
 - Department Copy: Alysha Casado, acasado@uci.edu
- Click “begin signing”
- Below is an example of what the Docusign looks like when you click “begin signing.”
- For the purpose of waiving a course, check “B”
- For the purpose of substituting a course, check “C”
- NOTE: For each course you are submitting a petition for, you must submit its own Docusign form for it. You cannot double up courses on the Docusign.
- Once you have completed the Docusign form, attached the appropriate documents, and signed it – click “Finish”
- NOTE: If you have a Docusign account using your UCI email address, you should be able to track your Docusign petition’s progress under the “manage” tab. (see photo on next page)

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QUICK VIEWS

! Action Required

🕒 Waiting for Others

⚠️ Expiring Soon

✓ Completed

⚠️ Authentication Failed

▾ FOLDERS +

Action Required

Filtered by: Date (Last 6 Months) | [Edit](#)



Submit materials to:

Graduate Division
 120 Aldrich Hall
 Zot Code 3180
 (949) 824-4611



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

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 Graduate Division, 120 Aldrich Hall, Zot: 3180, for processing. For multiple transfer of units or waiver requests, please attach additional sheets.

Student Name: _____
Last First Middle Student ID Number

Student Phone: () _____ Student E-mail Address: _____
 Home
 Department/Program: _____

Degree: Ph.D. DNP MASTER'S _____
(List degree title e.g., MA, MFA, MS, MAS etc.)

I Request to:

A. Transfer to a Master’s degree _____ (_____) from _____ taken prior to first
Units Course Number e.g., Math 210B Institution
 enrollment in the graduate program at UCI. **(Must attach official transcript or copy if official has previously been submitted.)**
(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
Unit Course Number e.g., Art 200 Course number Units
 in a MS/PhD program at _____ **(Must attach official transcript.)**
Institution

Reason: _____

C. Substitute _____ taken (_____) (_____) for _____ (_____)
UCI Course Number Quarter/ year Units Units UCI Course Number
e.g., Edu. 275 e.g., Math 220

Reason: _____

D. Have _____ in _____ taken _____
Letter Grade UCI Course Number Quarter/ year (e.g., Fall/2004)
ex. Math 210B

Reason: _____

STUDENT SIGNATURE: _____ DATE: _____

Your home department will be notified when approved by the Graduate Division

Form preparer signature: _____

(continued on next page)

DEPARTMENT

Please complete this section, then return this form to the student or forward it to Graduate Division, Attention: 120 Aldrich Hall, Zot: 3180.

- APPROVED
- NOT APPROVED

Department Chair or Graduate Advisor (Signature) Date

Associate Dean Date
(Signature required for: Biological Sciences, Engineering, Humanities, Medicine, Social Ecology, Social Science and ICS)

GRADUATE DIVISION

- APPROVED
- NOT APPROVED

Dean of the Graduate Division (or designate) Date

Administrative Notes: _____

GENERAL INSTRUCTIONS FOR GENERAL GRADUATE PETITION

NOTE: Much of the text below is adapted from UCI's *Graduate Policies & Procedures Handbook* <https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>

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 (UC Senate Regulation 726 and UCI Senate Regulation 825) and policy summarized in the UCI General Catalogue.

- a. 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.
- b. 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 Graduate Division (Attn.: Enrolled Student Affairs Officer) by the issuing institution.
- b. Up to one-half the total units earned during regular academic quarters at another graduate division of the University of California, graduate courses taken with University of California Extension through concurrent enrollment (Concurrent enrollment means that the student took regularly offered UC courses but registered and paid for them through University of California Extension), or graduate courses taken as an undergraduate at UCI that were not applied to another degree. In this instance, the transferred units may reduce the number of required 200-level units for the degree. Students are still required to meet the minimum academic residency of three quarters for the master's degree.
- 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 (only for course that are not regularly offered UC courses), another institution, or Summer Sessions at another UC campus. In this instance, the transferred units do not reduce the number of required 200-level units for the degree.
- 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. If units were earned during undergraduate study, a letter from the institution is required stating coursework was not used towards the Bachelors degree. No transfer of credit will be accepted for work 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 the Graduate Division.

h. Under no circumstances will grade credits be transferred.

B. Waiver of Course Work

Graduate courses taken toward a graduate degree at another institution cannot be transferred for credit toward a Ph.D. degree at UCI. However, a course requirement may be waived if a similar course was taken at another institution. Waived courses reduce the number of courses required to fulfill the Ph.D. degree. The General Petition should be used for all requests for waivers of coursework. 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 the Graduate Division for review and approval. For students earning a master's degree en route to a PhD, please see Transfer of Credit policy for details. Students earning a master's degree en route can only transfer and not waive courses that overlap with the master's degree.

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.

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 Graduate Division. 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 the Graduate Division, 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.
