



Departmental Petition Form 03

Petition to Waive a Required Course

Background: Ph.D. students are required to take 9 basic required courses: (1) Soc 202A, (2) Soc 202B, (3) Soc 210A, (4) Soc 210B, (5) Soc 220A, (6) Soc 221A, (7) Soc 221B, (8) Soc 221C, and (9) an Advanced Sociological Methodology course. In addition, students are required to take 9 sociology seminars as electives. These 18 courses are required for advancement to Ph.D. candidacy.

Required course you are petitioning to waive: _____

Instructor of this course in the current academic year: _____

Petition Procedure:

- a) Provide the syllabus/i of the previous coursework that supports waiving the required course.
- b) Provide unofficial transcripts to document the grade/s you received for that previous coursework.
- c) Provide an accounting of your coursework-to-date using the Ph.D. Worksheet.
- d) Incorporate into a single pdf file the 1) petition form, 2) syllabus/i, 3) Ph.D. Requirements Worksheet, and 4) transcripts (see “b” above), and send the file to the current instructor of the course for approval/signature.
- e) Once approved/signed by the current instructor, send materials to a graduate director for approval/signature.

Student’s signature: _____

Date: _____

Current Instructor’s approval/signature: _____

Date: _____

Graduate Director’s signature: _____

Date: _____

Recorded by _____

Date: _____