



# PROGRAM REQUIREMENTS EXCEPTION FORM FOR GRADUATE STUDENTS

Student Name \_\_\_\_\_

Perm # \_\_\_\_\_

## I request the following action:

*Note: Applies to departmental requirements only. A separate petition is required to request a waiver of Graduate Division requirements*

- Substitute departmental requirements       Waive departmental requirements

Please provide a detailed explanation of the request below and attach any applicable justifications or documentation, including the syllabi for each substitution requested.

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Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### Faculty Recommendations

#### Course Instructor

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

- Approve       Approve with Conditions (Please attach explanation)       Deny

#### Research Advisor

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

- Approve       Approve with Conditions (Please attach explanation)       Deny

#### Area Advisor

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

- Approve       Approve with Conditions (Please attach explanation)       Deny

#### Faculty Graduate Advisor

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

- Approve       Approve with Conditions (Please attach explanation)       Deny

#### Staff Comments or Additional Required Approvals:

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## PROGRAM REQUIREMENTS EXCEPTION FORM REQUIREMENTS

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

### Course substitutions:

18 units of graduate-level coursework in the Department of Chemistry & Biochemistry are required for the Ph.D. However, in some cases, inter-departmental coursework (ie. BMSE or MATRL) may also be acceptable. Students should consult their area advisor to determine whether a course is applicable. If a student wishes to complete a course that has not been pre-approved by the area advisor, then they may submit an exception form requesting program 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 Ph.D. program or who have previously completed a Master's or Ph.D. in Chemistry or a related field may petition to substitute transfer coursework for UCSB course offerings. The exception form 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.

### Course waivers:

A waiver of departmental program 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 program requirements (other than coursework) is also unlikely to be considered, but may be appropriate in cases where the student has completed 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 program requirements.

### **Note: Approval of departmental requirement substitution or waiving via this exception form does not constitute approval from 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 Division Website.