

GRADUATE STUDENT SERVICES
SCHOENBERG MUSIC BUILDING

INSTRUCTIONS: Obtain Mentor/Advisor's Signature then return to Graduate Advisor for processing. Attach any documentation necessary (see chart on the back).

Data file	Reply	GD (if necessary)
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STANDARD WORDINGS FOR PETITIONS

Before filling out a departmental petition form, please check the department's "Graduate Student Petitions – Guidelines" to make sure your request is appropriate for this form.

These models are intended to make sure that your request is communicated correctly. You should insert words from your own situation as appropriate. If you have any questions about wording, please see Sandra McKerroll. The reasons for your request should be as brief and concise as possible.

Subject	Wording	Documentation
courses (PhD & DMA only)	To have course [department & number] taken at [school] during [term] count as [course or requirement] on the [PhD or DMA]	If from another school: an official transcript and course syllabus. N.B. Transcript may have been submitted with your application. And written approval from the UCLA course instructor who normally teaches the course.
MA & MM: courses of the same level	To have courses [department & number] for course [department & number] on the [degree].	<i>NB: UCLA courses only; must be at the same level, i.e. Ethnomu C269 for Music 251B-D on the MA.</i>
Exemption from departmental requirement	To be exempt [departmental requirement]	Documentation of your reason, usually work done elsewhere.
Change areas	To be accepted into the [degree & area] upon completion of the [degree].	All normal application materials and/or requirements. <i>N.B. You do not need to be completing your present degree. Consult faculty advisor in the area to which you are changing.</i>
Waive master's	To continue directly to the [PhD or DMA] without completing the master's degree	<i>Consult your faculty advisor.</i>
Change in qualifying exams	To take an exam in [subject] as one of my qualifying exams instead of [subject to be replaced]	