UNIVERSITY OF CALIFORNIA
LOS ANGELES

GRADUATE STUDENT SERVICES
SCHOENBERG MUSIC BUILDING

DEPARTMENTAL GRADUATE PETITION

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

NAME

STUDENT #

EMAIL

REQUEST: (See standard wordings.)

REASON: (Be brief and to the point.)

Signature_____ Date_____

Recommendation of Mentor/Advisor

__Approve __Deny __ Abstain _____ _____
(defer to faculty) Signature Date

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Recommendation of Course Instructor (only needed for course approvals)

__Approve __Deny __ Abstain _____ _____
(defer to faculty) Signature Date

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Action of Department/Area

__Approve __Deny _____ _____
Signature of Chair/Area Head Date

OFFICE PROCESSING

_____Data file _____Reply _____GD (if necessary)

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].	*NB: UCLA courses only; must be at the same level, i.e. Ethnomu C269 for Music 251B-D on the MA.*
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. *N.B. You do not need to be completing your present degree. Consult faculty advisor in the area to which you are changing.*
Waive master's	To continue directly to the [PhD or DMA] without completing the master's degree	*Consult your faculty advisor.*
Change in qualifying exams	To take an exam in [subject] as one of my qualifying exams instead of [subject to be replaced]	