

GRADUATE STUDENT GENERAL PETITION

Name: _____ SID: _____

Major: _____ Phone: _____

ACTION REQUESTING:

Transfer or Backdate Units:

Course _____ Qtr/Yr _____ University _____

Course _____ Qtr/Yr _____ University _____

Waive Coursework – Explain (what course, why necessary, etc.) _____

Substitute Coursework – Explain (what course, why necessary, etc.) _____

Extend Time Limit for Removal of Incomplete Grade for:

Course No: _____ Quarter taken: _____ Extend "I" to: _____
Indicate month/day/year

Instructor: _____ Course Title: _____

Reason for extension _____

Other (explain) _____

REQUIRED SIGNATURES

Instructor Signature (approval) required to Extend an Incomplete: _____

Student Signature & Date: _____

Graduate Adviser Approval & Date: _____
(This is not necessarily the student's faculty adviser)

Graduate Dean Approval & Date: _____

TRANSFER OF CREDIT

Petitions for transferring credit will be considered only when the work is necessary to fulfill degree requirements. The total number of units which students will be allowed to transfer onto their graduate record at UCR from other institutions cannot exceed one half the number of units needed for the graduate degree.

Units from **another University of California** campus may be used to satisfy one of the three quarters of the residence requirement and may be counted for up to one-half the total units required for the UCR Master's degree. Department and Graduate Division approval must be obtained before such units can be accepted for credit. Work from an institution where a degree was received cannot be transferred.

A maximum of eight-quarter units from **institutions outside the University of California** may be counted toward the Master's degree at UCR. All transfer work must have been completed in graduate standing with a minimum grade of "B." Department and Graduate Division approval must be obtained before these units can be accepted for credit. These units must be from an institution of recognized standing and cannot be used to reduce the minimum residency requirement or minimum requirement in 200 series courses taken at this University. These courses must apply to the graduate program in which the student is registered. Unit credit only is posted on the UCR transcript (grade points are not transferred). Work from an institution where a degree was received cannot be transferred.

UCR graduate students who earned a bachelor's degree at UCR may use, with the approval of the departmental Graduate Advisor, any relevant 200-level course(s) **taken during the UCR bachelor's degree program**, excluding any 200-level course(s) approved to count for bachelor's degree, unit or GPA requirements.

Students may apply **Summer Session course work from any University of California campus** toward their graduate degree requirements if they have prior approval of their department and of the Graduate Dean. Indicate the campus you will attend, the course(s) to be taken, the instructor(s), and if you wish to have the work appear on the UCR transcript. Once the course is completed, it is the student's responsibility to have a transcript sent to the Graduate Division.

UCR Extension is considered an outside institution, but because "concurrent enrollment" courses (prefix XRC) are regularly offered UCR courses, students may transfer up to eight units of concurrent enrollment credit if a grade of "B" or better was received. However, students must have taken these units before their enrollment as graduate students. Matriculated graduate students may not use the University Extension concurrent enrollment mechanism. Graduate students who withdraw before completing their program objectives are required to wait one year before applying XRC courses to their degrees. (Please note that a student could transfer in eight additional units from the category "non-UC campuses" described above.)