

## **Instructions for students entering with a previous Master's Degree to document the waiving of some coursework**

The ES Policies and Procedures allows students entering with a previous Master's Degree to waive up to 12 units of course requirements for a PhD degree. The purpose of this document is to explain how to document that your previous Master's coursework qualifies and have the waiver entered in your official record. This process needs to be completed by the time you take your qualifying examination. You should only waive the course work necessary to meet the PhD requirements.

You will need to use the General Petition form, filling in section "B. Waiver of Required Course". You may download this form at

<https://graduatedivision.ucmerced.edu/sites/graduatedivision.ucmerced.edu/files/documents/PDFs/generalpetition.pdf>

1) You will fill section B as follows:

Waive [ number of units – cannot exceed 12 units] (leave course number empty) from PhD requirements based on [number of units taken] units (leave course number empty) completed in a MS/MA/PhD program at [ fill in the name of the university].

2) The courses you took do not need to exactly map to our courses, but they should be graduate level courses with grades equivalent to "B" or better on the US grading scale, and suitable for equivalence in the ES program. Attach complete course information:

- a list of the courses to be considered,
- syllabus of each course,
- confirmation that each course was a graduate level course,
- hours per week and for how many weeks each course met (for unit equivalence determination),
- official transcript showing grades of each course.

3) Submit this information to the SOE Graduate staff who will review the material and forward to the ES Chair. The ES Chair will review the petition in consultation with the Education Policy Committee to make a recommendation on approval of the petition and will submit the petition along with documentation of its approval by ES to the Graduate Division for formal approval and official entry into your record. This review process can take more than a month sometimes, so please submit your petition in time for you to decide whether you need to take additional courses in preparation for your qualifying examination.

This document was approved on September 21, 2021 by the ES Executive Committee