

[UCSB Cognitive Science Emphasis Program](#)

Petitioning Courses: Guidelines & Best Practices

*Students pursuing the Cognitive Science Emphasis are permitted to petition that a graduate-level course (200 level or above) be counted as an approved elective in order to fulfill program requirements. This course may be listed in any participating department. In rare cases, courses from non-affiliated departments may be considered (particularly if the course is taught by a [CogSci faculty affiliate](#)). **An upper limit of 6 credits can be considered for petition.***

*Students seeking to petition are encouraged to compile relevant materials and reach out to the CogSci Graduate Program Assistant as early in the quarter as possible, in order to ensure that the Steering Committee has appropriate time to review and vote. **Courses that have been approved as electives in the past generally remain so in the future, particularly when taught by affiliates.***

Please reach out directly to the Graduate Program Assistant with any questions or uncertainties.

To petition a Cognitive Science elective, you (the student) must provide the Cognitive Science Steering Committee with the following materials:

1) A course syllabus; **please note that there are no exceptions to this rule!**

Should it be the case that a course is taught without a syllabus, it is the student's responsibility to reach out to the instructor and work with them to compile an acceptable substitute (including a reading list, course framework/theme, major assignments, instructor contact info, etc).

- a) In cases where a course's structure is more "open-ended", and a student has chosen to focus specifically on cognitive themes for a major project/assignment, a copy of that essay/assignment, as well as a bibliography/other documentation is helpful for determining elective eligibility.

2) An up-to-date copy of your [Cognitive Science Emphasis Requirements](#), indicating where you are in the process of meeting program requirements. (however, no signatures are necessary at this stage).

- a) Note: Students who entered their PhD program prior to Fall 2020 have the option of completing either the [previous requirements](#) or the [current requirements](#). **If you are in a situation where you are caught "between" the two sets of requirements (since INT 200B & INT 200C no longer exist)**, you can either A) satisfy 4 outstanding INT 200 requirements by enrolling in INT 200A (taught annually in Spring), or B) petition to waive 2 outstanding INT 200 requirements *if you can also demonstrate alternative engagement*

(extra coursework, participation in research initiatives,, etc). **Note that the Committee will only consider waiving 2 or fewer credits in this regard.**

- 3) A short cover letter (1 or 2 paragraphs) introducing yourself to the committee (name, year, etc), & explaining your reasoning behind counting this course as a Cognitive Science elective. This cover letter can be in the form of a separate document, or a well-crafted email.