

Interdisciplinary Emphases- Best Practices for Directors

Adding the emphasis to the student's record

Students participating in an interdisciplinary emphasis must petition the Graduate Division to add the emphasis to their record so that it will appear on their Official Transcript. This action is in addition to any internal processes that are specific to the emphases. To add the emphasis to their official record, students submit a [Change of Degree Status Petition](#). The Change of Degree Status Petition requires approval of the home department graduate advisor or department chair, the emphasis director, and OISS (for visa holders only).

The completed petition must be submitted to the Graduate Division before the student files their thesis/dissertation.

Emphases appear on the students' transcript, not the diploma.

Completing the emphasis

Before awarding a degree, Graduate Division staff needs verification that a student has completed all of the emphasis requirements. Emphasis directors must submit to the Graduate Division, a completed and signed [emphasis check-sheet](#) (from the General Catalog) verifying completion of the emphasis requirements.

A degree cannot be awarded until the Graduate Division receives the completed emphasis check-sheet. If the emphasis check-sheet has not been received prior to the student filing his/her thesis/dissertation, Graduate Division staff will contact the emphasis director to request it.

Since you may not have access to the student's transcript, we recommend that you have the student provide an unofficial transcript to you (available to the student for free from GOLD) upon completion of the requirements.

The check-sheets can be delivered to the Graduate Division:

1. Through campus mail (Mail Code: 2070)
2. Faxed to 805-893-8259
3. Scanned and emailed to gradacademics@graddiv.ucsb.edu
4. Delivered directly to the Graduate Division (3117 Cheadle Hall)

Keep Graduate Division Up to Date

Please let us know if your emphasis has changed directors or staff. Notifications of changes can be emailed to gradacademics@graddiv.ucsb.edu

Emphasis Enrollment

Graduate Division staff will email the emphasis directors a list of students currently enrolled in the emphasis each quarter. This will help you ensure that the students in your emphasis have officially petitioned to add the emphasis to their record.