

UNDERGRADUATE PETITION TO CHANGE MAJOR, EMPHASIS, OR COLLEGE

Please read all instructions on reverse side completing this form. Please print neatly.

Name _____ Perm# _____
Last First Middle

U-mail Address _____@uemail.ucsb.edu Phone () _____

Unit Standing: FR (0-44.9) SO (45-89.9) JR (90-134.9) SR (135+)

Expected date of graduation: _____, _____ Current quarter candidacy? Y N
QTR YR

Please note the change in major, college or emphasis you wish to pursue, and the catalog year for the major

FROM: Pre] _____ and Pre] _____
CURRENT MAJOR CURRENT DOUBLE MAJOR

EMPHASIS EMPHASIS
 Creative Studies Engineering Letters & Science Creative Studies Engineering Letters & Science

TO: Pre] _____, _____ and Pre] _____, _____
PROPOSED MAJOR catalog year PROPOSED DOUBLE MAJOR catalog year

EMPHASIS EMPHASIS
 Creative Studies Engineering Letters & Science Creative Studies Engineering Letters & Science

Student Signature Date

Approval of chair(s) of department(s) that sponsor proposed major(s)

Signature of chair Department Date

Signature of chair Department Date

Approval of the dean of the college is required for students who have completed more than 134.9 units, those who are changing to undeclared, those pursuing a double major, and those who are changing college (including adding a major in a new college).

Signature of dean of present college Date catalog year

Signature of dean of proposed college Date catalog year

Registrar's use only: MVS/PRC handled _____ Data entry _____



INSTRUCTIONS for completing your Undergraduate Petition to Change Major, Emphasis, or College

1. Print your full name, perm number, u-mail address, and current local telephone number clearly where indicated.
2. Indicate your current unit standing by checking the appropriate box.
3. Print the title and emphasis of your current major(s) and the title, emphasis, *and catalog year* of your proposed major(s). (Your change of major cannot be processed without the catalog year. The catalog year is normally the academic year in which you first declare your major or pre-major.)
4. Sign and date the petition.
5. To drop one major from a double major, you need only your own signature. Submit your completed petition to the Office of the Registrar.
6. Secure signatures as follows:
 - chair of the department(s) that sponsor your proposed new major(s)
 - dean of your college(s) *if you are changing from one college to another, pursuing a double major or dual college double major, have completed more than 134.9 units, or if you are changing to undeclared.*

NOTE:

In most cases, you will leave the petition in the department that sponsors your proposed major, and the department will forward the approved petition to the Office of the Registrar. This is true if you meet both of the following criteria:

- You are changing from one major to another within the College of Letters and Science.
- You have not yet completed 135 units.

In the following circumstances, you must collect the approved petition from the sponsoring department and submit it to Dean of Undergraduate Education in the College of Letters and Science, 1117 Cheadle Hall, for review:

- You have completed 135 or more units.
- You are proposing a double major. In this case, you must also submit a memo of understanding, indicating your expected date of graduation and the number of units you expect to have completed by that time and submit to the College of Letters and Science.
- You are changing to the College of Letters and Science from the College of Engineering or the College of Creative Studies. If you are proposing a dual college double major, you must submit a memo of understanding indicating your agreement to meet the regulations of the College of Letters and Science, your expected date of graduation, and the number of units you expect to complete by that time.
- You are changing your major to undeclared.