

Instructions for Completing a CHANGE OF DEGREE STATUS PETITION

Please read more on Graduate Division's website at:
[Changing or Adding Degree Objective and/or Emphasis](#)

Department Graduate Advisors or Chairs *review and recommend* to the Graduate Dean approval or denial of students' petitions for degree status changes.

Please note that although the Department may inform a student of their recommendation, the Graduate Division Dean makes the final determination. Once processed, Graduate Division will send a copy of the Change of Degree Status petition to the student and applicable departments/programs.

Students must complete the applicable steps below, pay the non-refundable petition fee at the Cashier's Office (1212 SAAS Building), and submit the completed petition along with the Cashier's receipt to the Graduate Division (3117 Cheadle Hall)

• **ADD OR DROP A DOCTORAL OR MASTER'S DEGREE OBJECTIVE OR EMPHASIS WITHIN THE SAME DEPARTMENT**

1. Complete and sign a Change of Degree Status Petition
2. Obtain signatures from:
 - a. home Department Chair or Graduate Advisor
 - b. International students only – Office of International Students & Scholars (OISS)

• **ADD OR DROP AN INTERDISCIPLINARY EMPHASIS OR CERTIFICATE PROGRAM**

1. Complete and sign a Change of Degree Status Petition
2. Obtain signatures from:
 - a. home Department Chair or Graduate Advisor
 - b. International students only – Office of International Students & Scholars (OISS)
 - c. Interdisciplinary Emphasis or Certificate Program Advisor

• **ADD A DEGREE OBJECTIVE IN ANOTHER DEPARTMENT**

- When petitioning to add a degree objective in another department, it is recommended that students begin the process by
 1. Consulting a [Graduate Division Academic Services](#) staff member
 2. Discussing request with Department Chair or Graduate Advisor in both the home/current department and the proposed new department
- Graduate Division asks that the new department give the **petition the same scrutiny as a new application for admission, including provision for departmental financial support** (e.g., fellowship, TAsip, GSR appt.)
- Please note that if petitioning to add a [second UCSB master's or doctoral degree](#), coursework used to complete one degree cannot be used to complete the requirements of the other degree (*see #3 below for additional required documentation*).
 1. Complete and sign a Change of Degree Status Petition
 2. Obtain signatures from:
 - a. home Department Chair or Graduate Advisor only. Graduate Division will route petition to the proposed new department for review and signature.
 - b. International students only – Office of International Students & Scholars (OISS)
 3. If petitioning to add a [second UCSB master's or doctoral degree](#), attach a
 - a. study plan detailing the coursework that will be used to fulfill requirements for both degrees
 - b. written statement indicating sufficient units and quarters of residency for both degrees will be satisfied

NOTE: Students who are admitted to an Unclassified, Non-Degree objective may not use a Change of Degree Status Petition to change to a master's and/or doctoral degree. Instead, student must complete the [Graduate Admissions Application](#), meeting all requirements stated in the application.

CHANGE OF DEGREE STATUS PETITION

- **If petitioning** to add a degree objective in another department, please do not obtain the proposed new departmental signature—Graduate Division will circulate petition to department for review and signature
- **Please note:** once a degree objective is closed at the request of a student, re-application for admission may be required

Please submit your petition to the Graduate Division with the following:

- Cashier's receipt showing payment of \$20.00 fee
- Signature of Department Chair or Graduate Advisor (not your personal advisor)
- Signature of Interdisciplinary Emphasis or Certificate Program Advisor (if applicable)
- International Students only**—Signature of OISS representative

Name: _____	Perm #: _____
Address: _____	Email: _____
City, State: _____ Zip: _____	International Student VISA: _____ <i>(must obtain OISS approval & signature below)</i>
Current Program (Dept. Name & Degree Objective/s): _____	
I plan to remain in (Dept. & Degree Objective/s): _____	
I anticipate completing the above degree(s) by: _____	
Financial Support (e.g. fellowship/grant, employment): _____	
I am petitioning to <i>(include department, degree objective, emphasis, or interdisciplinary emphasis/certificate program):</i>	
<input type="checkbox"/> Add _____	<input type="checkbox"/> Drop _____
Reason for request: _____	

I have consulted with faculty in my current department and, if applicable, in the proposed new department:	
Student's Signature _____ Date _____	

HOME DEPARTMENT CHAIR OR GRADUATE ADVISOR:	
<input type="checkbox"/> Approve	
<input type="checkbox"/> Deny	
_____	_____
<i>Print or type name</i>	<i>Signature</i>
	<i>Date</i>
INTERDISCIPLINARY EMPHASIS, CERTIFICATE PROGRAM ADVISOR, OR NEW DEPARTMENT CHAIR OR GRADUATE ADVISOR:	
<input type="checkbox"/> Approve	
<input type="checkbox"/> Deny	
_____	_____
<i>Print or type name</i>	<i>Signature</i>
	<i>Date</i>
OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS-FOR ALL STUDENTS ON A NON-IMMIGRANT VISA:	
<input type="checkbox"/> Approve	
<input type="checkbox"/> Deny	
_____	_____
<i>Print or type name</i>	<i>Signature</i>
	<i>Date</i>
GRADUATE DIVISION:	
<input type="checkbox"/> Approve	
<input type="checkbox"/> Deny	
_____	_____
<i>Signature</i>	<i>Date</i>
Non-refundable Fee: \$20.00	