

## CHANGE OF DEGREE STATUS

For more information, please read the [Change of Degree Status](#) section of the Graduate Division's website

A Change of Degree Status Petition is used to:

- Add or drop a master's degree,\* credential or emphasis
- Drop a doctoral or MFA degree (*to add a doctoral or MFA\* degree, apply on-line at: <http://www.graddiv.ucsb.edu/admissions>*)

Department Graduate Advisors or Chairs *review and recommend* to the Graduate Dean or Associate Dean approval or denial of students' petitions. The department may inform a student of their recommendation, but the Graduate Division Dean or Associate Dean makes the final determination. Students must complete one graduate quarter at UCSB prior to requesting a change to their academic program.

The Graduate Division will email a copy of the processed Change of Degree Status Petition to the student and applicable departments/programs.

### **Directions for Students**

If you are adding a doctoral or MFA degree, apply on-line at <http://www.graddiv.ucsb.edu/admissions>.

For all other degrees, credentials, or emphases:

1. Complete and sign the Change of Degree Status Petition
2. Attach the Cashier's Office (1212 SAASB) receipt showing payment of the \$20.00 petition fee
3. If petitioning to add a second UCSB master's 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
  - c. Copy of your unofficial UCSB transcript
4. If department-specific documentation is required, submit documents directly to the department/program
5. Obtain signatures from:
  - a. Current home Department Chair or Graduate Advisor (*optional if adding a degree in a new department*)
  - b. [Interdisciplinary Emphasis/Certificate Program](#) Advisor (*if applicable*)
  - c. New Department Chair or Graduate Advisor (*if applicable*)
  - d. Office of International Students & Scholars (OISS) (*International students only*)
6. Bring the completed, signed, and paid petition to the Graduate Division in 3117 Cheadle Hall

### **Directions for Departments:**

1. Before signing, carefully review the student's request  
*Note: students must apply on-line if adding a doctoral or MFA degree*
2. If the student is requesting to add a master's degree in a new department:
  - a. Answer all questions in the Graduate Program Recommendation section
  - b. Contact the Graduate Division Academic Services staff for copies of transcripts and GRE/TOEFL scores submitted with original application (*optional*)
  - c. If request is denied, attach a brief statement with denial reason

**NOTE:** Students who are admitted to an Unclassified, Non-Degree objective or who wish to add a doctoral or MFA degree may not use a Change of Degree Status Petition. Instead, a [Graduate Admissions Application](#), meeting all requirements stated in the application, must be submitted.

