CHANGE OF DEGREE STATUS

For more information, please read the Change of Degree Status *section of the Graduate Division's website*
Please note: current students wishing to **add a doctoral or MFA degree**
must apply online *at:* *http://www.graddiv.ucsb.edu/admissions*
A copy of the processed petition will be sent via email to student/department(s)

A Change of Degree Status Petition is used to:

- Add a master's degree (excluding MFA), credential or emphasis
- Drop* a doctoral or master's degree, credential, or emphasis

*Once a degree objective or credential is dropped at the request of a student, re-application for admission may be required

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 if adding a degree, credential, or emphasis *(there is no fee for ONLY dropping)*
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.

CHANGE OF DEGREE STATUS PETITION

Do not use this petition to add a doctoral or MFA degree, instead apply online at: *http://www.graddiv.ucsb.edu/admissions*

Name: _____   Perm: _____   International Student VISA: _____

Must obtain OISS signature below

UMail: _____   Current Degree(s)/Major: _____

Do you plan to complete your current degree and/or credential program?   Yes   No

If yes, list the degree(s) and quarter/year of expected completion: _____

Financial Support for the upcoming year (employment, fellowship/grant): _____

I am petitioning to

ADD the following Master's Degree: _____

MA, MS, MED, MES, MM, or MTM, and MAJOR (include Emphasis if applicable)

ADD the following Credential, Emphasis or Certificate: _____

DROP the following: _____

Master's Degree/Major, Doctoral Degree/Major, Credential, Emphasis, Certificate

I have:

Attached the Cashier's (1212 SAASB) receipt showing payment of $20.00 petition fee (*waived if ONLY dropping a degree, credential, emphasis, or certificate*).

Consulted with faculty in my current department and, *if applicable*, the proposed new department and understand program requirements including time-to-degree standards and offer of departmental financial support.

Obtained required signatures.

Attached my unofficial UCSB transcript and a study plan detailing coursework that will be used to fulfill requirements for both degrees (*only if requesting to add a second UCSB master's degree*).

Student's Signature _____   *Date* _____

GRADUATE PROGRAM RECOMMENDATION

CURRENT HOME DEPARTMENT CHAIR OR GRADUATE ADVISOR: Approve   Deny

_____   _____   _____
Type or Print Name   *Signature*   *Date*

INTERDISCIPLINARY EMPHASIS OR CERTIFICATE PROGRAM ADVISOR: Approve   Deny

_____   _____   _____
Type or Print Name   *Signature*   *Date*

NEW DEPARTMENT CHAIR OR GRADUATE ADVISOR: Approve   Deny

Departmental time-to-degree standards have been discussed with the student: Yes   No

Financial support has been offered and discussed with the student: Yes, type _____   No Support

Recommend the following start quarter and year: _____ *

• *Start quarter/year should be the quarter/year of first course taken that will be used toward the new degree*

_____   _____   _____
Type or Print Name   *Signature*   *Date*

OISS REPRESENTATIVE: _____   _____   _____
                          Type or Print Name   *Signature*   *Date*

GRADUATE DIVISION: Approve
                              Deny   _____   _____
                                          Signature   *Date*

NOTES: ***Non-refundable $20.00 petition fee:***

(rev. 05/2019 - J:\Academic\Forms, letters, check sheets)