## **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:* <u>http://www.graddiv.ucsb.edu/admissions</u>

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 <u>http://www.graddiv.ucsb.edu/admissions</u>. For all other degrees, credentials, or emphases:* 

- 1. Complete and sign the Change of Degree Status Petition
- 2. 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
- 3. If department-specific documentation is required, submit documents directly to the department/program
- 4. 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)
- 5. Submit the completed petition to the Graduate Division
- 6. Please note that if adding a degree, credential, or emphasis, a non-refundable \$20.00 petition fee will be charged to your BARC account (*there is no fee for ONLY dropping*)

## **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 signed 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 <u>Graduate Admissions Application</u>, 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: <u>http://www.graddiv.ucsb.edu/admissions</u>

Name:		Perm:		national Student V		
UCSD Emails		Current Deer		Ũ		
	te your current degree and/or crec					
	) and quarter/year of expected con					
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I am petitioning to						
ADD the following	g Master's Degree:	AED, MES, MM, or MTM	I, <u>and MAJOR</u> (in	clude Emphasis if app	licable)	
	g Credential, Emphasis or Certific					
DROP the following	ng:					
	Master's Degree/Major, Doctora	l Degree/Major, Credent	ial, Emphasis, Cert	tificate		
credential, emphasis, o I have consulted with program requirement I have obtained all re I have attached my u	h faculty in my current departments including time-to-degree standa	it and, <i>if applicable</i> , and offer of departure of the stand offer of departure of the standard stand	the proposed ne artmental finance oursework that	ew department and cial support. will be used to ful	understand	
Student's Signature			Da	ate		
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CURRENT HOME DEPART	MENT CHAIR OR GRADUATE ADVISO	R: By signing below,	l confirm my ap	proval of the stude	nt's request.	
If the request is denied, p	lease attach a signed statement with t	he denial reason.				
Type or Print Name	Signature			Date		
<b>INTERDISCIPLINARY EMP</b> If the request is denied, p	PHASIS OR CERTIFICATE PROGRAM A lease attach a signed statement with t	<b>DVISOR:</b> <u>By signing b</u> he denial reason.	elow, I confirm	my approval of the	student's request	
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If the request is denied, p Departmental time-to-deg Financial support has bee Recommend the followin	<b>IR OR GRADUATE ADVISOR:</b> <u>By sign</u> lease attach a signed statement with t gree standards have been discussed w n offered and discussed with the stud g start quarter and year: the the quarter/year of first course taken the	he denial reason. ith the student: Υε lent: Yes, type	es No	<u>the student's reque</u>	s <u>t.</u> No Support	
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OISS Representative:						
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GRADUATE DIVISION:	Approve Deny <u>Signature</u>			Date		
NOTES:		Non-re	fundable \$20.00 pe	0.00 petition fee:		