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. 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: http://www.graddiv.ucsb.edu/admissions

Name:			Perm:		International Stude Must obtain OISS signa	ent VISA:
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