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 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
- 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 <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

A copy of the processed petition will be sent via email to student/department(s)

Name:	Perm:		International Stu Must obtain OISS si	
UMail:	Current D	Current Degree(s)/Major:		
Do you plan to complete your current degree an				
If yes, list the degree(s) and quarter/year of expe				
Financial Support for the upcoming year (emplo	-			
I am petitioning to				
ADD the following Master's Degree:				
<u> </u>	MA, MS, MED, MES, MM, or	MTM, and MA	JOR (include Empha	usis if applicable)
ADD the following Credential, Emphasis o	r Certificate:			
DROP the following:				
Master's Degree/Majo I have:	r, Doctoral Degree/Major, Cre	dential, Empha	sis, Certificate	
program requirements including time-to-de Obtained required signatures. Attached my unofficial UCSB transcript an for both degrees (if requesting to add a second s	d a study plan detailing cond UCSB master's degre	coursework thee).	nat will be used to	o fulfill requirements
Student's Signature			Date	
GRADUA	TE PROGRAM RECO	MMENDATI	<u>ION</u>	
CURRENT HOME DEPARTMENT CHAIR OR GRADUAT	TE ADVISOR: Appr	cove	Deny	
Type or Print Name Sign	nature			Date
INTERDISCIPLINARY EMPHASIS OR CERTIFICATE PRO	OGRAM ADVISOR: Appr	ove	Deny	
Type or Print Name Sign	nature			Date
NEW DEPARTMENT CHAIR OR GRADUATE ADVISOR	Approve Deny	7		
Departmental time-to-degree standards have been dis		Yes	No	N. C.
Financial support has been offered and discussed with Recommend the following start quarter and year:	h the student: Yes, type	·	*	No Support
• Start quarter/year should be the quarter/year of first cours	se taken that will be used towar	d the new degre	e	
Type or Print Name Sign	nature		<u> </u>	
OISS Department of the				
OISS REPRESENTATIVE: Type or Print Name	Signature			Date
GRADUATE DIVISION: Approve Deny				
Signature			Date	
NOTES:	N.	on-refundable I	20 00 netition fee	