

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

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 receipt showing payment of \$20.00 petition fee (*waived if dropping final degree objective*).

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 (*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: