



# Undergraduate Petition for Change of Major, Emphasis or College

College of Creative Studies  
College of Engineering  
College of Letters & Science  
University of California Santa Barbara  
Santa Barbara, CA 93106

Name \_\_\_\_\_ Perm. No \_\_\_\_\_  
 Last First Middle  
 Local Address \_\_\_\_\_ Phone # ( ) \_\_\_\_\_  
 Street Apt. #  
 City State Zip UMail \_\_\_\_\_

Unit Standing:  FR (0 - 39.9)  SO (40 - 83.9)  JR (84 - 134.9)  SR (135 - 154.9)  SR (> 154.9 or 2<sup>nd</sup> degree)

Expected date of graduation \_\_\_\_\_, \_\_\_\_\_. If current quarter, have you declared candidacy for this quarter?  Yes  No

Are you changing Colleges?  Yes  No

### Please note the change in major, college, or emphasis you wish to pursue, and the catalog year for the major

From: \_\_\_\_\_ (&)  
 Current major and emphasis Current major and emphasis (double majors only)  
 Creative Studies  Engineering  Letters & Science  Creative Studies  Engineering  Letters & Science

To: \_\_\_\_\_ (&)  
 Proposed major and emphasis catalog year Proposed major and emphasis catalog year  
 Creative Studies  Engineering  Letters & Science  Creative Studies  Engineering  Letters & Science

\_\_\_\_\_  
 Student's Signature Date

### Approval of chair(s) of department(s) that sponsor proposed major(s)

\_\_\_\_\_  
 Signature of Chair Department Date

\_\_\_\_\_  
 Signature of Chair Department Date

### College of Letters and Science:

Approval of the dean of the college is required for students who have completed more than 134.9 units, those who are changing to undeclared, those pursuing a double major and those who are changing college (including adding a major in a new college).

### College of Creative Studies & College of Engineering:

Approval of the dean of the college is required.

\_\_\_\_\_  
 Dean of Proposed College Date College Catalog Year

\_\_\_\_\_  
 Dean of Present College Date College Catalog Year



# INSTRUCTIONS for completing your

## Undergraduate Petition to Change Major, Emphasis, or College

1. Print your full name, perm number, current local mailing address, u-mail address, and current local telephone number clearly where indicated.
2. Indicate your current unit standing by checking the appropriate box.
3. Print the title and emphasis of your current major(s) and the title, emphasis, *and catalog year* of your proposed major(s). (Your change of major cannot be processed without the catalog year. The catalog year is normally the academic year in which you first declare your major or pre-major.)
4. Sign and date the petition.
5. To drop one major from a double major, you need only your own signature. Submit your completed petition to the Office of the Registrar.
6. In all other cases you will need to secure signatures as follows:
  - chair of the department(s) that sponsor your proposed new major(s)
  - dean of your college(s) *if you are changing from one college to another, pursuing a double major or dual college double major, are a Letters and Science major and have completed more than 134.9 units, are petitioning to declare a College of Engineering major, or if you are changing to undeclared.*



### NOTE:

**Engineering majors:** Take the petition to the department that sponsors your proposed major, and the department will forward the approved petition to the appropriate office(s) for processing.

**Letters and Science majors:** In most cases, you will leave the petition in the department that sponsors your proposed major, and the department will forward the approved petition to the Office of the Registrar. This is true if you meet both of the following criteria:

- You are changing from one major to another within the College of Letters and Science.
- You have not yet completed 135 units.

In the following circumstances, you must collect the approved petition from the sponsoring department and submit it to the College of Letters and Science for review:

- You have completed 135 or more units.
- You are proposing a double major. In this case, you must also submit a memo of understanding, indicating your expected date of graduation and the number of units you expect to have completed by that time and submit to the College of Letters and Science.
- You are changing to the College of Letters and Science from the College of Engineering or the College of Creative Studies. If you are proposing a dual college double major, you must submit a memo of understanding indicating your agreement to meet the regulations of the College of Letters and Science, your expected date of graduation, and the number of units you expect to complete by that time.
- You are changing your major to undeclared.

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Office of the Registrar  
1101 SAASB  
UC Santa Barbara  
Santa Barbara, CA 93106-2015

College of Creative Studies  
UC Santa Barbara  
Santa Barbara, CA 93016-6110

College of Engineering  
Harold Frank Hall, Room 1038  
UC Santa Barbara  
Santa Barbara, CA 93106-5130

College of Letters & Science  
2217 Cheadle Hall  
UC Santa Barbara  
Santa Barbara, CA 93106