



Major/Classification Change Petition

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Use this form to add a major, request a change of major, or change of degree objective.

Eligibility

Student must be currently registered and enrolled and in good academic standing (cumulative GPA of 3.0 or above). Students who have completed and been awarded their degrees must go through the admissions process. Visit [Graduate Admissions](#) for more information.

Currently registered and enrolled students seeking to matriculate into another graduate program at UCLA must use a Major/Classification Change Petition and not apply for the new program via Graduate Admissions/Slate (e.g., Master’s to Master’s – different program, Master’s to Doctoral, Doctoral to Doctoral – different program).

Deadlines

While there is no deadline for Major/Classification Change petitions, students and departments should submit petitions before the end of tenth week of instruction for changes in the current quarter. Students should consult with their department about any deadlines before completing a Major/Classification Change petition.

Procedures

Complete the Major/Classification Change Form above and provide any additional required documents. Submit all materials to the Graduate Division (Academic Services, 1255 Murphy Hall).

***Note:** Incomplete petitions will be returned to the department.

Types of Changes

Master’s Students

Master’s to Master’s (different program): A student admitted into Program 1 may request to change major to Program 2 (master’s). The student will NOT finish Program 1.

Example: M.S. in Computer Science to M.S. in Civil Engineering

Master’s to Master’s (sequential): A student admitted to Program 1 may request to add Program 2 (master’s). The student will finish Program 1 and begin taking courses for Program 2 after the completion of Program 1.

Example: M.A. student in Asian American Studies (Program 1) submits a request to add Master’s in Social Welfare (Program 2) during the last quarter of Program 1. Student will start Program 2 in the quarter immediately following completion of Program 1.

Degree Objective Change (Master’s to Doctoral): Within the same major, a student may request to change classification from the master’s degree objective to the doctoral degree objective. In some instances, the student chooses whether or not to complete the master’s degree before starting the doctoral degree.

Example: M.S. in Electrical Engineering to Ph.D. in Electrical Engineering

Concurrent or Articulated Degree Program Petition: A student in one degree program of an existing [concurrent or articulated program](#) may request to add the second degree program of the existing concurrent or articulated program. The student must have completed no more than 1/3 of required course units (excluding 500 series courses) in the second program.

Example: Social Welfare, MSW student would like to change into the Social Welfare, MSW and Public Health, MPH concurrent degree program.

Individually Designed Articulated Degree Program: A student in one graduate program may wish to add an additional graduate degree program where the two programs do not have an established articulated or concurrent degree option. The student must have completed no more than 1/3 of required course units (excluding 500 series courses) in the second program.

Example: Ph.D student in Civil Engineering would like to add the M.S. in Statistics.

- Note:**
- The individually designed articulated degree program is not available to students who are enrolled in special-fee, self-supported programs.
 - A student who is interested in applying for an individually designed articulated degree program must have completed at least one quarter in graduate status at UCLA in a single Graduate Division major.
 - If the individual articulated program is approved, a student is expected to complete all the requirements for each degree; no courses may be applied toward both degrees, and separate and distinct theses, dissertations, comprehensive examinations, or capstone projects must be completed ([Standards and Procedures for Graduate Study at UCLA](#), pages 24-26).
 - UCLA does not offer ad hoc joint degree programs, Chateaubriand joint degrees, or cotutelle agreements with other universities. (GC Am. 11/17/2017).

Doctoral Students

Doctoral to Doctoral (different program): A student admitted to Program 1 may request to change to Program 2 (doctoral). The student will NOT finish Program 1.

Example: Ph.D. student in Political Science to Ph.D. in Sociology.

Doctoral to Doctoral (sequential): A student admitted to Program 1 may request to add Program 2 (doctoral). The student will finish Program 1 and begin taking courses for Program 2 after the completion of Program 1.

Example: Ph.D. student in Physics (Program 1) submits a request to add Ph.D. in Mathematics (Program 2) during the last quarter of Program 1. Student will start Program 2 in the quarter immediately following completion of Program 1.

Degree Objective Change (Doctoral to Master’s): Within the same major, the student may request to change a student’s classification from the doctoral degree objective to the master’s degree objective. This classification change may be initiated by the student or by the department based on the student’s performance in the program. The student will NOT complete the doctoral degree.

Example: Ph.D. student in Civil Engineering to M.S. in Civil Engineering

Individually Designed Articulated Degree Program: A student in one graduate program may wish to add an additional graduate degree program where the two programs do not have an established articulated or concurrent degree option. The student must have completed no more than 1/3 of required course units (excluding 500 series courses) in the second program.

Example: Ph.D student in Civil Engineering would like to add the M.S. in Statistics.

- Note:**
- The individually designed articulated degree program is not available to students who are enrolled in special-fee, self-supported programs.
 - A student who is interested in applying for an individually designed articulated degree program must have completed at least one quarter in graduate status at UCLA in a single Graduate Division major.
 - If the individual articulated program is approved, a student is expected to complete all the requirements for each degree; no courses may be applied toward both degrees, and separate and distinct theses, dissertations, comprehensive examinations, and/or capstone projects must be completed ([Standards and Procedures for Graduate Study at UCLA](#), pages 24-26).
 - UCLA does not offer ad hoc joint degree programs, Chateaubriand joint degrees, or cotutelle agreements with other universities. (GC Am. 11/17/2017).

Frequently Asked Questions

1. How many signatures does a Graduate Petition for Major/Classification Change need for approval?

Please review the Graduate Petition for Major/Classification Change Form for information about required supplemental materials for each type of action.

2. How long does it take for a petition to be approved?

Please allow 7-10 business days for petition review. Once approved by the Graduate Division, the Registrar’s Office will update the student record within 3-4 business days.

3. If a student has completed and been awarded a graduate degree, can they submit a Graduate Petition for Major/Classification Change to add a new degree?

No. Individuals who have been awarded graduate degrees already and are not currently registered and enrolled in a graduate program must apply for admission into a new program. Visit [Graduate Admissions](#) for more information.

Interested in learning more about applying at UCLA Graduate School?

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Sign Up

Graduate Petition for Major/Classification Change

Please submit the completed petition and attach all necessary supplemental information to the [DGE Portal](#) or via email at askgrad@grad.ucla.edu. Any incomplete petitions will be returned to your department.

STUDENT INFORMATION

Student Name:

Student UID:

Are you currently registered and enrolled? *

**If you are not currently registered and enrolled, you must apply for Graduate Admission. Do not complete this form. If you are on an official Leave of Absence, submit this form when you return to enrolled status. Contact your Student Affairs Officer for more information.*

PETITION INFORMATION

Type of change requested*:

[* See website for more information](#)

Current Major:

Current Classification:

Proposed New Major:

Proposed Classification:

Effective Quarter/Year

Will you complete your
current major?

When?

Please provide an explanation for the change you are requesting. This statement must address the academic, professional, and if relevant, personal reasons behind your decision. Please attach a page if you need more space.

Signature:

Date:

SUPPLEMENTAL INFORMATION

Please attach the required documents for the type of change requested to this completed petition. Note: all approval signatures must meet requirements of [Acceptable Signatures for Academic Services](#).

- **Master's to Master's – Different Major or Sequential**
 - ☐ Memo written and signed by two members of the proposed new program's Admissions Committee (one must be the committee's chair) and the new program's Chair. This memo must indicate how the student meets admissions requirements for the program.
- **Master's to Doctoral**
 - ☐ Memo written and signed by two members of the program's Admissions Committee (one must be the committee's chair) and the program's Chair. This memo must indicate how the student meets admissions requirements for the program.
- **Doctoral to Doctoral – Different Program or Sequential (no Advancement-to-Candidacy [ATC])**
 - ☐ Memo written and signed by two members of the proposed new program's Admissions Committee (one must be the committee's chair) and the new program's Chair. This memo must indicate how the student meets admissions requirements for the program.
- **Doctoral to Master's – Same Program**
 - ☐ Memo written and signed by the program's Chair. This memo must address why the student is choosing to leave the program without completing the doctoral degree objective.

- **Doctoral to Master's – Different Program or Sequential**
 - ☐ Memo written and signed by two members of the proposed new program's Admissions Committee (one must be the committee's chair) and the new program's Chair. This memo must indicate how the student meets admissions requirements for the program.
- **Doctoral to Doctoral – Post Advancement to Candidacy**
 - ☐ Memo written and signed by two members of the proposed new program's Admissions Committee. This memo must indicate how the student meets admissions requirements for the program and address any concerns related to time to degree.
 - ☐ A personal statement of purpose explaining the request. It must also include a tentative plan of study for each degree objective and a statement acknowledging that the requirements for each degree will be fulfilled independently and that no courses, exams, or theses or dissertations may be used to fulfill requirements for both degrees. The program chair for each program the student will complete must review this study plan and indicate their approval with ink signatures on the printed statement.
- **Concurrent, Articulated, or Individually Designed Articulated Degree Programs**
 - ☐ Memo written and signed by two members of the proposed new program's Admissions Committee (one must be the committee's chair) and the new program's Chair. This memo must indicate how the student meets admissions requirements for the program.
 - ☐ Memo written and signed by the current program acknowledging they are aware of the proposed change, the student's tentative plan of study, and approving the addition of the second degree objective.
 - ☐ A personal statement of purpose explaining the request. It must also include a tentative plan of study for each degree objective and a statement acknowledging that the requirements for each degree will be fulfilled independently and that no courses, exams, or theses or dissertations may be used to fulfill requirements for both degrees (*Note: students requesting a concurrent degree program may use certain courses to fulfill requirements for both degrees*). The program chair for each program the student will complete must review this study plan and indicate their approval with ink signatures on the printed statement.

PLEASE DO NOT WRITE BELOW THIS LINE

For Graduate Education Use: ☐ Approve ☐ Deny Graduate Dean's Signature

Date

Division

GD

U 1

) 1

U 2

) 2

Classification