

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