COLLEGE OF LETTERS & SCIENCE
Change of Major or Emphasis Petition

Please see instructions for completing this form on reverse.

Name__________________________________________ Perm Number____________________

Umail Address__________________________________ Phone Number: (        ) ______________

Unit Standing: □ FR (0-44.9) □ SO (45-89.9) □ JR (90-134.9) □ SR (135+)

Expected graduate quarter: _______, ______ Declared to graduate in current quarter? □ Y □ N

Student Signature: ________________________________ Date: ________________________

Proposed Change of Major

From:
Current Major(s): (□ Pre) ______________________ & (□ Pre) ______________________
(Double major if applicable)

(Emphasis) ______________________ (Emphasis) ______________________

To:
Proposed Major(s): (□ Pre) ______________________ & (□ Pre) ______________________
(Double major if applicable) ______________________ (Double major if applicable) ______________________

(Emphasis) ______________________ (Emphasis) ______________________

Approval of Department Chair(s) of Proposed Major(s)

______________________________________ Department __________________________ Date
Signature of Chair or designee

______________________________________ Department __________________________ Date
Signature of Chair or designee

Letters and Science Dean’s Approval

[Required if a student has completed more than 134.9 units, is changing to undeclared, or is
adding a second (or third, etc.) major]

______________________________________ Date
Signature of Dean or designee (Letters and Science)

Office of Registrar use only:
Processed by: ___________________________ Date: ___________________________
Instructions for Letters and Science Students Changing Majors or Adding a Major

Use this form if you are a student in the College of Letters or Science and are

- Changing your major to another L&S major or
- Changing your emphasis in a L&S major or
- Changing to undeclared or
- Adding a second (or third, etc.) L&S major.

Do not use this form

- If you are a College of Engineering or a College Creative Studies student changing or adding a major in your college (see your college advising office for the correct form).
- If you are changing colleges or adding a second (or third, etc.) major not in your current college (see the Office of the Registrar’s Undergraduate Petition for Change of College or Dual College form).

1. Meet with a drop-in college advisor in 1117 Cheadle Hall or in the Transfer Student Center (Library, 1st Floor Oceanside) to discuss your plans. Depending on your situation, the advisor may schedule a follow-up appointment.

2. Fill out the Student Information section of the form, making sure all the information is accurate and complete.

3. Meet with the undergraduate advisor(s) in the proposed major(s) department(s) to discuss your interest in the major. The department advisor will help you complete the “Proposed Change” section of the form and submit the form to the department chair for approval.

4. If you are changing from one L&S major to another and have completed fewer than 135 units, the major department will forward the petition to the Registrar or have you take the petition to the Office of the Registrar (1105 SAASB).

5. If you have
   - completed 135 or more units,
   - are adding a second (third, etc.) major,
   - or are changing to undeclared,
the major department will forward the form to the College of Letters and Science or have you take the form to the College, 1117 Cheadle Hall, for the Dean’s approval.

6. If you are only dropping a second (or third, etc.) major, you do not need the department’s or dean’s signature. Just complete the form and bring it to the Office of the Registrar.