INSTRUCTIONS

A. STUDENTS REQUESTING A CHANGE OF COLLEGE/SCHOOL

1. Complete this petition and obtain required signatures of approval.

2. Submit petition to the college or school Dean's Office to which you are seeking entry. If your petition is approved, the Dean or the Dean's Representative will sign the petition and forward it to the Office of the Registrar for processing. Keep a copy of this petition for your records.

3. **College of Letters and Science**: Please consult the College of Letters and Science website (ls-advise.Berkeley.edu/faq/chgdg.html) for deadlines and academic progress criteria. A written statement is also required. If you have completed over 60 units, you must attach a Declaration of Major Petition and a semester-by-semester program plan indicating how and when you will graduate, both signed by the advisor in the major you wish to declare.

4. **College of Natural Resources**: If you are petitioning to enter the College of Natural Resources, you MUST obtain the signature of your new major advisor. Check with the College of Natural Resources Dean's Office for further instructions.

B. STUDENTS REQUESTING A CHANGE OF MAJOR/CURRICULUM

1. Complete this petition and obtain required signatures of approval if you are requesting a change of major or curriculum in:

   - College of Chemistry
   - College of Engineering
   - College of Environmental Design
   - College of Natural Resources

   **DO NOT USE THIS PETITION TO DECLARE OR CHANGE A MAJOR WITHIN THE COLLEGE OF LETTERS AND SCIENCE.**

2. Submit completed petition to the appropriate Student Service Office or the Dean's Office. If your petition is approved, the Dean or the Dean's Representative will sign the petition and forward it to the Office of the Registrar for processing. Keep a copy of petition for your records.

3. If you are in the College of Natural Resources, you MUST obtain the signature of your new major advisor.

   **MAJOR ADVISORS AND COLLEGE OR SCHOOL DEAN'S OFFICE**
   Keep a copy of petition for your records.
   Send a copy of the approved petition to the original college/school.
Name: __________________________________________________ SID: __________________________

Address: __________________________________________ Phone #: __________________________
Street                City                State                Zip

Major: __________________________

PROPOSED SCHEDULE OF CLASSES:
Beginning with the **current** term indicate all courses you plan to take, including those needed to complete major(s),
college/school, and University requirements.

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**NOTE:** The Undergraduate Petition Change of College, Major, or Curriculum form will not be accepted
without the program planning form.

Student’s Signature __________________________ Date __________ Major Advisor’s Signature __________________________ Date __________

Revised September 15, 2006
UNDERGRADUATE PETITION
CHANGE OF COLLEGE, MAJOR, OR CURRICULUM

SEE REVERSE FOR INSTRUCTIONS PLEASE TYPE OR PRINT IN INK

Note: To declare or change a major in the College of Letters and Science, obtain a “Petition to Declare a Major” from the College, 113 Campbell Hall.

Name: ___________________________________________ SiD# ___________ U1

Local Address: ___________________________________________________________
   Street Address ___________ City ___________ State ___________ Zip Code

Permanent Address: _______________________________________________________
   Street Address ___________ City ___________ State ___________ Zip Code

Phone No Local: (___) _______ Permanent (___) _______

E-mail address: _____________________________

Birthdate: _______ Registration Status:  □ New  □ Continuing  □ Readmit

First enrolled at Berkeley: ___________________ Last enrolled at Berkeley: ____________

I request ☐ CHANGE OF COLLEGE/SCHOOL (SEE "A" ON REVERSE.)
   From: ______________________ To: ______________________
   Present College/School New College/School
   From: ______________________ To: ______________________
   Present Major/Curriculum New Major/Curriculum

I request ☐ CHANGE OF MAJOR OR CURRICULUM (SEE "B" ON REVERSE.)
   Only for use by students in the Colleges of Chemistry, Engineering, Environmental Design, and Natural Resources.
   From: ______________________ To: ______________________
   Present Major/Curriculum New Major/Curriculum

Term change is to be effective: □ Fall 20___  □ Spring 20___

Reason for request: _______________________________________________________

New Major Advisor: ____________________________ Signature College of Natural Resources Date

Student’s Signature: ____________________________ Date: __________________________

COLLEGE/SCHOOL DEAN’S OFFICE

THIS PETITION IS APPROVED FOR:
   Change of major/curriculum to: ____________________________
   Change of college or school to: ____________________________
   Term effective:  □ Fall ___  □ Spring ___

Signature of Dean or Dean’s Representative ____________________________ Date: __________________________

OFFICE OF THE REGISTRAR

Posted By: ____________________________ Date: __________________________