

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/chgclg.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.

PROGRAM PLANNING FORM

Office of Instruction & Student Affairs, 260 Mulford Hall
 Berkeley, CA 94720-3100 • Tel (510) 642-0542 • Fax (510) 643-3132

Name: _____ SID: _____
 Last First Middle

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.

Fall _____	Units	Spring _____	Units	Summer _____	Units
Total		Total		Total	

Fall _____	Units	Spring _____	Units	Summer _____	Units
Total		Total		Total	

Fall _____	Units	Spring _____	Units	Summer _____	Units
Total		Total		Total	

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

_____ Date

_____ Date

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: LAST FIRST MIDDLE 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: Present College/School To: New College/School
From: Present Major/Curriculum To: 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: Present Major/Curriculum To: 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: