

Petitions

Petitions are written requests for an exception to a published policy. All petitions are considered an exception and as such are not always approved.

Petition for Graduation Matters

The Petition for Graduation Matters is a general purpose petition. It should be used for any course substitution requests or any other request not covered by the petitions listed below.

 [Download Petition for Graduation Matters](#)

Petition to Add/Repeat a Course

Used to:

- Repeat a course for the 2nd time (take the course for a 3rd time)
- Add a course after the add deadline

Requests to add a course after the deadline are only approved in exceptional circumstances in which the student was prevented from adding the course prior to the deadline.

This petition is only available from the Office of Undergraduate Studies in HFH, room 1006
Hours: Monday-Friday from 9-noon and 1- 4pm

Petition to Withdraw from a Course

Used to withdraw from a single course after the drop deadline.

Requests to drop a course after the deadline are only approved in situations where circumstances outside of the student's control had a detrimental effect on the student's ability to perform well in the class. The student must provide documentation supporting their request.

Please note that the instructor's signature does not constitute approval of this petition. The final decision rests with the Associate Dean for Undergraduate Studies in the College of Engineering.

 [Download Petition to Withdraw from a Course](#)

Undergraduate Petition for Change of Major/College

The Petition for a change of major/college is used any time a student is requesting to change majors or declare a double major.

For students wishing to change out of the College of Engineering, please consult with the advisor in your intended major to ensure that you have met that major's requirements for the change. If you determine that you must remain in the College of Engineering while completing coursework to attain eligibility for the change into your desired major, please consult with the College of Engineering Undergraduate Studies Office.

For students wishing to change in to the College of Engineering, please take a look at the [change of major requirements](#) for your intended major.

[Download Petition for Change of Major/College](#)

Proposal for a Double Major

Anyone petitioning for a double major must complete this form as well as the Undergraduate Petition for Change of Major/College.

[Download Petition for a Double Major](#)

Petition to Use Minor/ Double Major for Depth Requirement

Students wishing to use an approved minor or double major to fulfill the depth requirement need to complete a petition as least three quarters in advance of their expected graduation date.

[Download Petition for Using Minor for Depth Requirement](#)

Petition to Receive Degree Credit for Extension Courses

If you wish to take courses via UC Extension and wish to have the courses applied to degree requirements, this form needs to be submitted **prior** to enrollment. UCSB courses taken via concurrent enrollment will be counted toward your UC GPA if taken after Fall 2000. Courses taken via Extension will not count toward your residency requirement.

[Download Petition to Receive Degree Credit for Extension Courses](#)