

## Change of Major Application Packet

Your application for a change of major will be considered only when ALL of the following requirements have been met:

- At least 1 semester has been completed at UC Berkeley (2 semesters for EECS)\*.
- You are applying **before your 5<sup>th</sup> semester begins**\*.
- You did not transfer to COE from another college or as a junior transfer (neither college transfers nor junior transfers are eligible to change their major).
- You are in **good academic standing** (not on academic probation/subject to dismissal status).
- You have **made satisfactory academic progress in your current major**. Satisfactory academic progress is defined as **taking at least 2 technical courses that satisfy your current major requirements each semester**. This is in addition to any requirements for your prospective major. Students who are not making satisfactory academic progress in their current major will be denied a change of major.
- You have **met the minimum eligibility requirements for the major** to which you are applying. (See your ESS Adviser to discuss eligibility.)
- Your planned program includes all course and unit requirements for graduation.
- Your planned program shows a realistic trajectory for completing all degree requirements within the time allotted by the College.

### Instructions

1. Schedule an appointment with your ESS Adviser to review your major-specific requirements, as they may change from year to year.

*Note: Additional materials, including a personal statement explaining your motivation and preparation for pursuing your intended major, may be required. Your ESS Adviser will inform you during the appointment if any additional materials are needed to complete your application.*

2. Complete the following documents:
  - A. Degree Worksheet (<http://engineering.berkeley.edu/degreeworksheets>) for your intended engineering major, Be sure to list any courses and grades for courses you have completed, courses that are in progress (IP), and any future courses with the planned semester (e.g., SP22)
  - B. This petition
  - C. Program Planning Form (last page)
3. Schedule an appointment with your ESS Adviser (<https://engineering.berkeley.edu/advising>) to review and submit your application.

\*Summers do not count as semesters.

# Petition to Change Major in the College of Engineering

*Please type or print clearly in dark ink and return to your ESS Adviser.*

## Personal Information

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
SID

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
FIRST SEMESTER/YEAR ENROLLED AT UCB

\_\_\_\_\_  
# OF SEMESTERS (NOT INCLUDING SUMMER) COMPLETED AT UCB

## Major Choice

\_\_\_\_\_  
REQUESTING TO CHANGE FROM (YOUR CURRENT MAJOR)

\_\_\_\_\_  
REQUESTING TO CHANGE TO (YOUR DESIRED MAJOR)

## Reason for Request

## Required Signatures

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

## For College Use Only

THIS PETITION IS APPROVED FOR SEMESTER:

FALL

SPRING

YEAR: \_\_\_\_\_

\_\_\_\_\_  
MAJOR CHANGED TO

\_\_\_\_\_  
SIGNATURE OF DEAN OR DEAN'S REPRESENTATIVE

\_\_\_\_\_  
DATE

- Degree check completed
- UGrad updated
- eForm submitted
- Petition uploaded/notes in BOA
- Dept informed
- File updated

# PROGRAM PLANNING FORM

Name:

SID:

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

Beginning with the current term indicate all courses you plan to take, including those needed to complete major(s), college, and University requirements (see the *College of Engineering Undergraduate Guide*, <http://engineering.berkeley.edu/guide>, for details).

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	

Fall ____	Units	Spring ____	Units	Summer ____	Units
Total		Total		Total	

Any changes to the plan must be reported to your student academic adviser in 230 Bechtel Engineering Center. Note: Additional time to complete the degree is never granted to students who fail to follow their planned program. My signature acknowledges my understanding of, and agreement to, follow the above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date