

Submit materials to:

Graduate Division
grad@uci.edu

UCIRVINE | GRADUATE
DIVISION
CHANGE OF MAJOR

FOR GRADUATE STUDENTS CHANGING MAJOR WITHIN THE *SAME* ACADEMIC UNIT
AND STUDENTS IN GATEWAY PROGRAMS MOVING TO A PERMANENT ACADEMIC UNIT

GENERAL INSTRUCTIONS

Note to the Student on the proper use of this Change of Major Petition:

This form is to be used **only** when a student intends to change from one major to another major within the **same** academic unit¹. If you intend to change your current major to one that lies **outside** your current academic unit, then you must submit a new application. **If you change your major during your academic career at UCI while maintaining F-1 or J-1 student status, it is important to update your document to reflect the change with the International Center.** For more details regarding UCI's policies on changing graduate majors, please see the information presented below (adapted from Section VII of UC Irvine's *Graduate Policies & Procedures Handbook*: <https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>).

Change of Degree Program (Major) Within an Academic Unit

Within the same academic unit, the unit's committee that oversees graduate affairs for a change of degree program may consider a student's request to be admitted to a different program. If the committee approves such a change, the recommendation should be transmitted to the Dean of the Graduate Division in writing using the "Change of Major Petition" form. Upon recommendation of the committee, the Dean will ordinarily approve and formally recognize the change.

Change of Degree Program (Major) and Academic Unit

A current student who wishes to transfer to a graduate program offered by a different academic unit should first consult with the Faculty Graduate Advisor of the desired program or unit. The Graduate Division may request the current custodian of the student's departmental academic records to forward copies of certain documents to the academic unit the student wishes to enter.

The receiving unit may require the student to submit additional information, such as current letters of recommendation, as necessary and appropriate. If the change is not approved by the academic unit that the student seeks to enter, formal notice should be sent to the student with copies to the Dean of the Graduate Division and the student's current academic unit.

If the unit's graduate affairs committee recommends acceptance of the student, a copy of the formal admission letter must be sent to the Dean of the Graduate Division and the student's current academic unit. However, if the student seeks an advanced degree from the initial program, all requirements for that degree must be completed before the change of program or unit becomes effective.

Students transferring from one program to another must also complete a Withdrawal Form available through both the Graduate Division and the Registrar. For "reason for withdrawal," the student should write "transfer from _____ to _____." The three-digit program codes, if known, should also be included. The student must sign and date the form and submit it to the Graduate Division to complete the transfer process.

¹ An academic unit is defined in UCI's *Graduate Policies & Procedures Handbook* as follows:

- (a) Department.
- (b) If "a" fails, Interdisciplinary Program.
- (c) If "a" and "b" fail, the graduate program which oversees the student's progress.
- (d) If "a", "b" and "c" fail, the School (or ICS, or DOE).
- (e) In cases where multi-campus programs are involved, the same definitions will apply across all campuses relevant to the program.