



## 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](http://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.**