University of California   Office of the Registrar

PETITION FOR DECLARATION OF INDIVIDUAL MAJOR

NAME: _____ STUDENT ID: ☐☐☐☐☐☐☐

COLLEGE: _____ CLASS LEVEL: _____ LOCAL TELEPHONE: _____

QTR/YR YOU PLAN TO GRADUATE: _____ CURRENT MAJOR: _____

PROPOSED TITLE OF INDIVIDUAL MAJOR: _____

STUDENT SIGNATURE: _____ DATE: _____

An Individual Major must be distinct from any approved major program and is only available as a Bachelor of Arts. The title of your individual major appears on your transcript and diploma, therefore, it should be as brief and clear as possible. You must also complete a Proposed Study Plan Declaration of Major/Minor when you declare an Individual Major. Regular deadlines to declare the major apply to individual majors as well. See *The Navigator* for additional information about declaring an Individual Major.

INSTRUCTIONS:

1. Prepare a brief proposal that conforms to the CEP Guidelines for Individual Majors (attached or see Individual Majors guidelines). Individual majors must include at least 10 courses (50 credits), of which at least 8 (40 credits) must be upper-division. No more than 2 of the required courses (10 credits) may be individual study courses.

2. How will you satisfy the comprehensive requirement? ☐Thesis ☐Oral exam ☐GRE ☐Other

3. Secure the support of three faculty members who are knowledgeable in the area you propose, and are willing to serve on the committee to supervise your major. One faculty member must be willing to serve as a chairperson of the committee. He/she must convene the committee to discuss your proposal and sign this petition, and convene a second meeting to approve the completion of your major program.

4. Obtain approval of your college academic preceptor who will forward it to the Committee on Educational Policy. Review of this petition will take ~4-6 weeks (possibly longer during winter or summer breaks). The College will notify you of the decision by email.

5. **Initial Meeting-Proposal Approved**   Date: _____

Chairperson (print name) _____ *(signature)* _____

Faculty Member (print name) _____ *(signature)* _____

Faculty Member (print name) _____ *(signature)* _____

Conforms to campus guidelines and is approved:

6. College Academic Preceptor: _____ Date: _____

7. CEP Approval: _____ Date: _____

8. **Final Meeting- Convened when you near completion of the major**   Date: _____

Chairperson (print name) _____ *(signature)* _____

Faculty Member (print name) _____ *(signature)* _____

Faculty Member (print name) _____ *(signature)* _____

Distribution: 1) CEP   2) College   3) Registrar   4) Student   5) Chairperson, major committee

Processed on AIS: _____   Date: _____

Revised 08/14