

# Degree Plan Contract

## UCLA College of Letters & Science

College Academic Counseling A316 Murphy Hall  
 Honors Programs A311 Murphy Hall  
 Academic Advancement Program 1205 Campbell Hall  
 Athletics 127 Morgan Center

### INSTRUCTIONS

1. Starting with the current term, list all courses that you plan to complete every quarter and summer session until graduation. **Please note, the grey box area is for departmental use only.**

2. Return this degree plan with appropriate departmental signatures and all required documentation to your College counseling unit. **Please consider making a copy for your own records.**

Signature of the department does not guarantee admission to major/minor/specialization and is only intended to indicate courses that would satisfy requirements if admitted.

Please note that petitions take a minimum of 5-10 working days to process and may take longer if incomplete or inaccurate.

**IMPORTANT NOTICE TO STUDENTS: Substantive changes to your degree plan may be considered a violation of your contract.**

Name	
Student ID No.	
Major(s)	
Minor(s)	
Admit Term	
Degree Term	

- Type of Contract:
- ECP Appeal or Time-to-Degree
- Unit Max Petition  ECP Exemption or Exit Plan
- Double Major Petition  Change of College Request

Fall _____ Units	Winter _____ Units	Spring _____ Units	Summer _____ Units																																																
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Total Quarter Units: _____	Total Quarter Units: _____	Total Quarter Units: _____	Total Summer Units: _____																																																

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By signing, you agree that you will follow the general plan and graduate in the term indicated. Substantive changes to your degree plan may be considered a violation of your contract.

\_\_\_\_\_  
 Student Signature Date

**Department counselors:** Sign below and initial the grey box next to courses that will count toward the student's program.

\_\_\_\_\_  
 Department Counselor -- Primary Major Date

\_\_\_\_\_  
 Department Counselor -- Second Major/Minor/Specialization Date

\_\_\_\_\_  
 Department Counselor -- Third Major/Minor/Specialization Date

### UNIT CALCULATIONS

See reverse for information on how to calculate units.

- A. Units completed and in progress as of the current term: 

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- B. Units required for additional courses: 

--
- C. Units you anticipate receiving credit for (e.g. incompletes): 

--
- D. Total units requested (A + B + C): 

--
- E. Current unit max: 

--
- F. Total units exceeding unit max (D - E): 

--
- OR
- G. I will not exceed my unit max (initial here): 

--

## Information on how to calculate units:

For help with the *UNIT CALCULATIONS* section, use the information below.

Use either your Degree Audit Report Systems (DARS) or Degree Progress Report (DPR), both accessible through MyUCLA, to calculate units.

See below for instructions on calculating A, B, C, and E.

### UNIT CALCULATIONS

- A. **Units completed and in progress** as of the current term:
- B. **Units required for additional courses:**
- C. **Units you anticipate receiving credit for** (e.g. incompletes):
- D. Total units requested (A + B + C):
- E. **Current unit max:**
- F. Total units exceeding unit max (D - E):  
*OR*
- G. I will not exceed my unit max (initial here):

### Degree Audit Report System (DARS)

If you entered UCLA Fall 2012 and thereafter, you are using the Degree Audit Report System (DARS). Use the *216 UNIT MAXIMUM THRESHOLD NOT BREACHED* section of your DARS to calculate units.

▼ **216 UNIT MAXIMUM THRESHOLD NOT BREACHED**  
**(Excludes AP, Int'l Baccalaureate & Moratorium Units)**  
EARNED: 130.0 UNITS 2.484 GPA  
IN-PROGRESS: 20.0 UNITS  
(Students wishing to exceed 216 units must petition the College. Approval is not guaranteed.)

#### E. Current unit max

Note: 216 units for all students on DARS.

#### A. Units completed and in progress as of the current term

\*Use the sum of "EARNED" and "IN-PROGRESS"

### Degree Progress Report (DPR)

If you entered UCLA prior to Fall 2012, you are using the Degree Progress Report (DPR). Use the *Summary* section of your DPR to calculate units.

- Summary -  
Minimum units required: 180  
Maximum units allowed: 244  
Total UC units completed: 189.0  
Total number of units in progress: 0.0  
Total non-UC transferred: 16.0  
Credit deductions: ( 0.0)  
-----  
Total Number of Units: 205.0  
Overall Degree Progress GPA: 3.193

#### E. Current unit max

Note: 216 units + AP/IB Credit for students on DPR

#### A. Units completed and in progress as of the current term

### General Information for DARS and DPR

#### B. Units required for additional courses

These are units for all courses you intend to enroll in. Do not duplicate units that are currently "in progress" as those are already counted in A.

#### C. Units you anticipate receiving credit for (e.g. incompletes)

These are units not currently accounted for, but you are expecting either completion of an "I"/incomplete or a grade change from an F grade to a D- or higher grade, or a 'No Pass' to a 'Pass'.