

# Double Major/Minor – Departmental Approval Form

UCLA College of Letters & Science

[Academic Advancement Program](#) 1205 Campbell Hall  
[Honors Programs](#) A311 Murphy Hall  
[Athletics](#) Morgan Center, Suite 127  
[College Academic Counseling](#) A316 Murphy Hall

**PURPOSE:** College undergraduates will complete this form when requesting to add a double major. Students are to only complete the top portion of the Departmental Approval form (Student Information) – the remainder of the form must be completed by the department advisors for the majors/minors you wish to declare. Students wishing to double major must also submit a completed [Degree Plan Contract](#) with their request (page 3 of this document). Information regarding how to complete a Degree Plan contract can be found on the [Center for Academic Advising in the College's website](#).

Once you have obtained the necessary signatures from all departmental advisors, please attach this form to your College Advising unit via the appropriate MyUCLA form.

## INSTRUCTIONS:

1. Fill out all the requested information in the *Student Information* section of this form.
2. Send to the advisors of the majors/minors you wish to declare, who will complete and sign the *Departmental Advisor* section. Once all advisors have filled out the form, they are to return the form back to you for submission.
3. Submit this completed form along with the [Double Major petition](#) form to your College advising unit.

1

Name  UID  Admit Term

Degree Expected Term

Please indicate your intended program plan. The primary major will be listed first on your diploma.

Primary Major/Concentration  Secondary Major/Concentration

Specialization(s)  Minor(s)

Student Signature (required)

Date

2

[Department Major and Minor Information](#): to be completed and signed by departmental major/minor advisors.

**IMPORTANT NOTICE TO STUDENTS:** Completing any part of the *Department Advisor* section is considered a violation of the *Student Conduct Code* and may result in sanctions, including, but not limited to, suspension or dismissal from the University.

[Effective Term](#)

### Major Information

Major	Major Code	Concentration Code (if applicable)	Primary or Secondary?	Catalog Term	Departmental Approval Signature

### Minor Information

Minor	Minor Code	Catalog Term	Departmental Approval Signature

Student Information

Department Advisor Section

Specialization(s)

Specialization	Major	Major Code	Catalog Term	Departmental Approval Signature

Verification of Requirements

Please confirm the remaining requirements the student has for your major/minor, and any course substitutions that are not already noted on the DARS/DPR.

**Primary Major**

After \_\_\_\_\_, how many upper division courses remain? \_\_\_\_\_  
(term/year, e.g. Fall 2023)

**Secondary Major**

After \_\_\_\_\_, how many upper division courses remain? \_\_\_\_\_  
(term/year, e.g. Fall 2023)

If there is any additional information you would like to share on behalf of the student, please include it here.

Course Overlap

Indicate which upper division courses will be approved for use by both majors. A maximum of 20 upper division units may be overlapped between both majors.

Course	# of Units	Primary Major Approval (Initials or signature)	Secondary Major Approval (Initials or signature)

**By signing this document, I approve for this student to be added to the program above.**

\_\_\_\_\_  
 Primary Major Counselor Signature + Date

\_\_\_\_\_  
 Secondary Major Counselor Signature + Date

\_\_\_\_\_  
 Major/Minor Counselor Signature + Date

\_\_\_\_\_  
 Major/Minor Counselor Signature + Date

# 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. Submit this degree plan with appropriate departmental signatures and all required documentation to your College Counseling unit.

Signature of the department is only intended to indicate that the student is potentially eligible for the major/minor and that the courses would satisfy requirements if admitted.

Please note that petitions take a minimum of 10-15 business 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 Expected Term	

### Type of Contract:

Time to Degree 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: _____																																																

Fall _____ Units	Winter _____ Units	Spring _____ Units	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 \_\_\_\_\_

### Minimum Unit Requirements

All students in the College must complete a minimum of 60 upper division units (courses numbered 100-199), and a total of 180 units to graduate.

To see a detailed checklist of the required College degree requirements, visit the [Center for Academic Advising in the College's website](#).

I have confirmed that I will graduate with a **minimum of 60 upper division units**.

I have confirmed that I will graduate with a **minimum of 180 units**.