The Division of Biological Sciences is currently accepting all forms for review and signature via email (biosis@ucsd.edu), preferably as a PDF files. We recommend using the tentative 2020-21 course offerings list for course planning. Before submitting your form(s) for review, please ensure they are completed appropriately and note the following for specific forms:

**Double Major Petition & Academic Planning Worksheet**
- Obtain the other major department’s approval and signature on both the Double Major Petition and Academic Planning Worksheet before submitting materials to Biology.
- Students must have at least 10 upper division courses unique to each major and cannot artificially add courses beyond what the major requires.
- A completed quarter by quarter plan must accompany your double major petition, for review.

**Financial Aid Forms (e.g. Appeal for Maximum Timeframe, SAP Appeal, etc.)**
- The form must be completed in full, with all intended courses listed in the academic plan section.

**Max Unit Limit Appeal**
- All courses necessary for completion of major/minor requirements must be listed.
- If applying for the BS/MS program, BISP 199s that a student plans to use toward the program should be tagged as “Elective – EL.”

**Readmission Evaluation**
- Your plan to return must be clear in the email message (e.g. Summer Session, Concurrent Enrollment during fall, winter, spring, OR taking coursework outside of UCSD).
- Your form must be completed in full, with all intended courses listed in the academic plan section.

**Study Abroad APFs**
- Please indicate if you plan to take coursework for the major/minor while abroad and, if so, list the course codes and titles.
- All OAP forms must be completed and signed by Admissions before submission to Biology.

**Undergrad. student petitions**
- The completed petition form should include the course code, course title, the institution at which the course was or will be taken, and the Biology credit you wish to receive.
- Students must submit a detailed syllabus that contains the course description, textbook used, and weekly topics.
- If you plan to have multiple courses reviewed for Biology credit, you must submit a separate petition form for each course.
- Petitions are not guaranteed to be approved and can take up to 4 weeks to be processed.