

Undergraduate Electronic Form Submission

The School of Biological Sciences is accepting all forms for review and signature exclusively via email (biouis@ucsd.edu) as PDF files. Before submitting form(s) for review, please ensure they are complete and address the below criteria.

All signed forms will be returned through the [VAC](#), and will be accessible in the Contact Record area.

For any form that requires a plan for coursework sequencing (e.g. 4-year long term plan, 1-year plan, etc.), we recommend the following:

- Review your degree audit to verify your major requirements
- No more than three major courses per quarter
- No more than one 4-unit lab within a given quarter
- Avoid taking an upper-division biology lab in the final term at UCSD. *Labs fill up quickly and enrollment is not guaranteed.*
- No more than one major course per summer session term, if you choose to participate
- No more than two major courses your first quarter back at UCSD, if returning to UCSD after disqualification
- Ensure course sequencing is based off of current [biology course prerequisites](#)
- Ensure courses are planned based on [course offerings](#) for the current academic year

If assistance is needed with drafting your plan, please schedule a 30-minute [long-term planning appointment](#) before submitting your form to Biology.

If a self-drafted long-term plan requires several edits, the advisor may recommend scheduling an appointment, or meeting during in-person walk-in or online drop-in advising, to adjust the plan before resubmitting electronically.

Double Major Petition & Academic Planning Worksheet

- It is recommended to obtain the other major department's approval and signature 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.
- While our School does not need a personal statement, one will be required for college review purposes.

Financial Aid Forms (e.g. Appeal for Maximum Timeframe, SAP Appeal, etc.)

- The form must be completed in full, with all intended courses listed.

Max Unit Limit Appeal (for FA18 admits and earlier)

- All courses necessary for completion of major requirements must be listed.

- If applying for the BS/MS program, BISP 193/196/199s that a student plans to use toward the program should be tagged as an “Elective – EL”.

Returning to UCSD After Disqualification Proposal

- The form must be completed in full, with all intended courses listed.
- If coursework has been taken outside of UCSD while you were away, unofficial transcripts should accompany the form.
- Students who have been away from UCSD for six or more quarters must follow the [major requirements](#) at the time of return to UCSD, and may need to select a new major if their old major is no longer being offered to new students.

Study Abroad Academic Planning Forms (APFs)

- EAP APFs are now routed through Onbase to the appropriate UCSD staff reviewers and back to the student.
 - When completing the form, students must indicate if they plan to take coursework for the major/minor. Please include the course codes and course titles.
- All OAP forms must be completed and signed by Admissions *before* submission to Biology. These still must be submitted as attachments in email form, sent to biouisis@ucsd.edu.
- Students can search Biology’s [Courses Taken Outside the School of Biological Sciences webpage](#) to find courses that have been reviewed for Biology major credit.

Questions related to form submission can be submitted to Biology through the [VAC](#), using the Ask a Question feature.