Undergraduate Electronic Form Submission

The School of Biological Sciences is accepting all forms for review and signature exclusively via email (biou시스@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 through readmission 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”.

**Readmission 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 readmission, 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.
  o 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 biousis@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.