



Petition to Advance to Degree Program

Received: _____

Student Name _____ Student ID# _____

Current Certificate Program _____ Certificate granted: FA ___ SP ___

Degree Program Petitioning for Advancement _____

Please provide a brief explanation as to why you wish to continue in a degree program. How will the degree further your personal or professional goals?

I confirm that I have spoken with my academic advisor about this petition to advance to a degree program.

Student Signature

Date

Academic Advisor

Date

Registrar

Date

IBS Dean

Date

Instructions

Refer to the current IBS Catalog for complete requirements and policies pertaining to the stackable curriculum and petition for advancement to a degree program. In general:

1. If you are a certificate program student and want to advance to a degree, please consult with your academic advisor and submit the Petition to Advance form during your final semester in the program.
2. If you have already completed your certificate program, you have one year from completion of your certificate to Petition for Advancement.
3. Submit this completed form to the Registrar.
4. The Dean and your Academic Advisor and/or Program Director will review your petition.
5. If approved, you should schedule to meet with your new Program Advisor immediately to discuss remaining degree program requirements, plans for completing your thesis, and create a plan to complete the program.
6. If more than one year has elapsed since your certificate completion, you will need to apply for admissions to the degree program and petition to transfer units as per existing IBS policies (see current catalog).