

DESIGN MAJOR UNDERGRADUATE PETITION FOR A COURSE SUBSTITUTION

1. Complete this petition to request a course substitution. Any missing information will delay the processing of your request.
2. Attach the following documents that are available to you for the course(s) you are requesting to be substituted for the Design major requirements:
 - The course syllabus (required). If the syllabus is not available to you, then include the official course description from a General Catalog, Study Abroad or UCEAP.
 - The Design Major Checklist marked with all the courses you have completed.
3. Submit this petition to Julie McGilvray, Design Advisor in ART 107 or by email jmcgilvray@ucdavis.edu
4. You will be notified via email whether or not your request is approved.

Please read carefully and note the *course exclusions* for this petition:

1. This petition does not apply to *DES 14, 15, 16, 21, 50, 51, 70, 77*. These courses require submitting a portfolio for review. Please see the design website or ask an undergraduate design advisor for more information.
2. Lower-division courses do not count for upper-division course credit; lecture courses do not count for studio course credit.
3. *DES 192* Internship credit or *DES 197T* Tutoring will not count toward the design major requirements. However, they will advance your upper division unit count to meet the required 64 upper division units to graduate.
4. *DES 198* Group Study and *DES 199* Independent Study do not normally qualify for substitution consideration unless such a request is initiated by the supervising faculty member in advance of the *quarter when it occurs*.
5. *If you are declaring a double major, or plan to declare a double major, please note that 80% of units must be unique when requesting course substitutions.*

Name _____ Student ID# _____

E-mail _____

Major(s) _____

Continued →

The major requirement you are requesting to substitute:

- Check ONLY those that you believe will apply

Upper Division Courses

- Upper Division Electives
- Upper Division History
- Upper Division Studio

Lower Division Courses

- Lower Division Electives
- Writing Courses

List the non-design course(s) you are requesting for the substitution:

Which course is this?

- A UC Davis or UC Davis Study Abroad Course(s)
- A UCEAP Course(s)
- A course from other University/College/Institution_____

State your reason for this request:

Design Advisor Signature_____ Date_____

- Approved
- Conditional Pending Portfolio Review
- Denied