

GRADUATE STUDENT REQUEST FOR CHANGE OF STATUS

OFFICE OF THE REGISTRAR

Instructions on Back

Date: _____ RIN: 66 _____ Email: _____ Phone: _____

Part I

Print Name: _____
(First) (Middle) (Last)

Local Address: _____
(Street) (City) (State) (Zip)

Visa Type (if not U.S. Citizen, Permanent Resident or Refugee, circle one): F-1 F-2 J-1 J-2 B-2

Registrar's Office Use

Present Status: _____

Semester last registered: _____

Part II: CHECK APPROPRIATE BOX (ES)

Current Department _____

Change Degree Program (Circle Degree Program; write in Curriculum):

Leave: MArch MS MEng MBA DEng PhD Curriculum: _____

Enter: MArch MS MEng MBA DEng PhD Curriculum: _____

Add Additional Degree Program (Circle Degree Program; write in Curriculum)

MArch MS MEng MBA DEng PhD Curriculum: _____

Change Campus: From: _____ To: _____

Leave of Absence (Indicate what semester the change will be effective) _____

Return to Active Status: Last Active Term: _____

For what semester is this change to be effective? _____ Full-time or part-time? (Circle one): FT PT

Reason for change: _____

Student Signature: _____ Date: _____

PLEASE NOTE: IN ORDER TO OBTAIN GRADUATE EDUCATION SIGNATURE, A PLAN OF STUDY MUST BE SUBMITTED WITH THIS FORM

ACADEMIC APPROVALS	ACADEMIC CONDITIONS/DENIAL
<p>_____ Present Graduate Program Director (Signature) _____ Date _____ Please print name: _____</p> <p>_____ New Graduate Program Director (Signature) _____ Date _____ Please print name: _____</p> <p>_____ New Academic Advisor (Faculty Signature) _____ Date _____ Please print name: _____</p> <p>_____ Graduate Education Dean (Signature) _____ Date _____ Please print name: _____</p>	<p><input type="checkbox"/> New Application: Check here if requiring a full application.</p> <p><input type="checkbox"/> Denied: Check here if denying the request; please specify reasons for denial under Comments.</p> <p>_____ New Graduate Program Director _____ Date _____ Please print name: _____</p> <p>_____ Graduate Education Dean (Signature) _____ Date _____ Please print name: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
ADMINISTRATIVE APPROVALS	
<p>_____ Medical Director (Signature) _____ Date _____</p> <p>_____ International Student Services _____ Date _____ (If not US Citizen, Permanent Resident, or Refugee)</p>	

INSTRUCTIONS

NOTE:

A change from one curriculum to another or adding an additional degree program is treated as admission decisions. It is the responsibility of the student to supply the (new) department with required credentials. The new department may require a student to file a full application for the degree through the Graduate Admissions Office.

This form may NOT be used by undergraduates seeking admission to the Office of Graduate Education, by non-matriculated graduate students seeking admission as matriculated students, or Masters students seeking admission to a PhD program. Such students MUST apply through the Admissions Office.

STUDENT:

Type or print clearly when filling out parts I and II this form. Your reason(s) for requesting this change must be provided and be sure to include your signature. A new Plan of /Study is required at the time of submission if you are changing programs or degrees, or are applying to return status after an absence of one or more years. See your advisor to develop or change your Plan of Study.

Return the form and approved plan of study with the required academic approval signatures to the Office of Graduate Education.

PRESENT DEPARTMENT:

If you approve this request, please sign and forward all copies to the next academic person listed whose approval is required.

If you do NOT approve this request, check "DENIAL," sign and return directly to the Office of Graduate Education.

NEW DEPARTMENT:

If you approve this request, please sign form, enter the student's new advisor's name, and forward all copies to the next academic person listed whose approval is required.

If you do NOT approve this request, check "DENIAL," sign and return directly to the Office of Graduate Education.

If you prefer that the student file a full application through Admissions, check the box provided in the ACADEMIC CONDITIONS/DENIAL area of the form, sign and return directly to the Office of Graduate Education.