



CHANGE OF CURRICULUM AND STATUS FORM

INSTRUCTIONS

- Please review the attached rule set as this document contains pertinent information regarding the changes being requested below.
Please obtain all required signatures from the appropriate faculty member or department below to ensure proper processing.
Upon receipt of signatures, please return to the Graduate College. New Plan of Study required for Change of Program.

Name: Last First Middle Initial

ID Number: [grid of boxes]

Email:

Form with sections: Effective Term, Student Authorization, Permanent Change in Status, A. Change of Program, B. Change of Major, C. Additional Program, D. Change of Concentration.

- 1. Signature of new Academic Dean/Program Director\*: Date:
2. Signature of current Academic Dean/Program Director\*: Date:
3. International Students and Scholars Services (if applicable): Date:
4. Drexel Central: Date:
5. Graduate College: Date:

\*Must be a faculty member

## CHANGE OF CURRICULUM AND STATUS RULE SET

### *Purpose*

Students use this form to change their academic program, change their major, change their concentration, and/or change their status from part time to full time or full time to part time.

### *Permanent Change in Status*

Students use this portion of the form to change their permanent academic status from either part time to full time or full time to part time. Students can only make this change one time each academic year.

### *Change of Program*

Students use this portion of the form to change their specific degree program. Please list the current major and specific degree (i.e. Mechanical Engineering, M.S.) and the new major and specific degree (i.e. English, M.A.) in the space for the requested program. Please attach a copy of the new Plan of Study with this form.

### *Change of Major*

Students use this portion of the form to change their specific major if they are not changing their program and/or not changing their college. For example a student who wanted to change their major from a Mechanical Engineering to Electrical Engineering would indicate this change in this portion of the form.

### *Change of Concentration*

Students use this portion of the form to add or remove concentrations from their academic program. For example a Business Administration student who wanted to add an Accounting concentration would use this portion of the form to do so.

### *Completion of Form*

Students need to obtain the signature of their current academic dean/program director for all processes listed above. If a student is adding a new program or major they must obtain the signature of the new academic dean/program director. Once you have obtained the required approval signatures you will need to submit the form to the Graduate College for processing.

### *Timeliness of Form*

In order for the change to be applicable to the selected term the form must be submitted to the Graduate College no later than the end of the second week of the selected term. Changes submitted after the second week will be applicable for the following term.

Graduate College 3141 Chestnut Street Main 301 Philadelphia, PA 19104  
Tel: 215.895.0366 Fax: 215.895.0495 Email: [graduatecollege@drexel.edu](mailto:graduatecollege@drexel.edu) Web: [www.drexel.edu/graduatecollege](http://www.drexel.edu/graduatecollege)

(Last Updated 2/22/2016)