



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 below to ensure proper processing.
- Upon receipt of signatures, please return to the Office of Graduate Studies.

Name: _____
Last
First
Middle Initial

ID Number: Email: _____

<p>Effective Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer</p> <p>Current Term Status: <input type="checkbox"/> Quarter Student <input type="checkbox"/> Semester Student</p> <p>Year Requesting Transfer: _____ Academic Year (i.e. 2013-2014)</p>	<p>Student Authorization</p> <p>_____ Student Signature</p> <p>_____ Date</p>	<p>Permanent Change in Status</p> <p>Current Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Requested Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Reason for requesting Permanent Change in Status:</p> <p><input type="checkbox"/> Work <input type="checkbox"/> Financial <input type="checkbox"/> Family Obligation <input type="checkbox"/> Illness <input type="checkbox"/> Other: Specify _____</p>	
<p>A. Change of Program</p> <p>_____ Current Program Degree</p> <p>_____ Requested Program Degree</p>	<p>B. Change of Major (Addition or Removal)</p> <p>_____ Current Major</p> <p>_____ Requested Major</p>	<p>C. Additional Program/Major(s) (Addition or Removal)</p> <p>_____ Current Major</p> <p>_____ Requested Major</p>	<p>D. Change of Concentration</p> <p>_____ Current Major</p> <p>_____ Requested Major</p>

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. Office of Graduate Studies: _____ Date: _____



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.

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 Office of Graduate Studies for processing.

Timeliness of Form

In order for the change to be applicable to the selected term the form must be submitted to the Office of Graduate Studies 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.

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