

Request to Declare/Change a Major, Concentration or Matriculation Status

INSTRUCTIONS:

Use this form to change major & degree program, or to change the admission status from conditional admit to regular admit, based upon successful completion of the requirements set forth in the letter of admission. Take the form to the Departmental Advisor(s) for approval(s), and return to the Office of Graduate Center (**Rogers Hall 102**) for final approval.

STUDENT INFORMATION:

_____	_____	_____
Last Name	First Name	Poly ID#
_____		_____
Email Address		Telephone Number
_____		_____
Academic Home Department	Signature	Date

REQUESTED CHANGES:

Please attach Poly transcript.

A. Change of Degree.

FROM:

- Ph.D.
- M.S.
- M.E.
- Certificate

TO:

- M.S. & Ph.D.
- Ph.D.
- M.S.
- M.E.
- Certificate

B. Change of Major.

_____	_____
From	To

C. Change of Status from Conditional/Special Student/Visiting Student to Regular Matriculated.

_____ This change to be effective for the _____ semester.
Date admitted to graduate studies

Reason for change: _____

STUDENTS: DO NOT WRITE BELOW THIS LINE

ADMINISTRATIVE ACTION:

Approved Denied **Conditions (if any):** _____

_____	_____	_____
Existing Department Advisor's Name	Signature	Date

If changing major please have your new department advisor approve below:

Approved Denied **Conditions (if any):** _____

_____	_____	_____
New Department Advisor's Name	Signature	Date

International students please obtain permission from Office of International Students and Scholars:

_____	_____	_____
International Student Officer Name	Signature	Date

Approved Denied **Conditions (if any):** _____

_____	_____	_____
Graduate Office Representative Name	Signature	Date

_____	_____	_____
Registrar's Office Verifier's Name	Signature	Date