Request to Change Graduate Status

This form is to be used <u>only</u> if you have previously received an acceptance letter for a degree program and are now changing programs, declaring, or changing a concentration within the program to which you are admitted.

If you are changing status or programs prior to your first term of enrollment, you <u>must contact the Graduate Admissions Office</u> to process your request (607-753-4800 or Graduate.Admissions@cortland.edu).

Name: _____ Student ID: _____
      Last   First   Middle/Maiden Name

Address: _____
        P.O. Box / Street / Apt. #   City   State   Zip

Telephone: <u>(home)</u> _____ (work) _____ E-mail: _____

In order for this form to be processed, the following information must already be on file:

_____ 1. Completed application to graduate study with official transcripts from all undergraduate and graduate work.

_____ 2. Copies of NYS teaching certificates must be attached to this form or your request for change of status will be denied.

_____ 3. Letters of recommendation, if applicable.

_____ 4. Writing sample/essay, if applicable.

I request that my status/program be changed from _____ to _____
                                                      Status/Program   Status/Program

Student Signature: _____ Date: _____

This form is to be submitted to your <u>current</u> advisor first.

(　) Recommend　　(　) Do not recommend this change of status/program.

Signature: _____ Date: _____
           Current Program Advisor

Comments: _____
_____

Current advisor attaches copy of student file and routes to new program advisor for consideration:

(　) Recommend　　(　) Do not recommend this change of status/program.

Signature: _____ Date: _____
           New Program Advisor

Comments: _____
_____

I (　) Approve　(　) Deny _____ Date: _____
                         Associate Dean

Miller Building, Room 223 • P.O. Box 2000 • Cortland, NY 13045-0900
Phone: (607) 753-4702 • Fax: (607) 753-2959 • E-mail: registrar@cortland.edu

Form Revised 11/17/2014