

A student can request to change his or her program plan through written notification to the academic advisor. A program plan change will require approval from the program director or associate dean. A change in a program plan stipulates that the student will be required to comply with the current catalog requirements at the time of change. Program plan change requests must be submitted and approved by the end of the add/drop period* to be effective for the current term; otherwise, the program plan change is applicable to the subsequent term of request. Note: Do not complete this form if you are requesting to change to program modality.

The following information is required to review your program plan change request.

Student Name: _____ CWID#: _____ Admit Term: _____

Current Academic Program: _____ Program Director: _____

Requested Program: _____ Program Director: _____

Completed, waived and in-progress courses (*core courses are not eligible for waiver; previously waived courses will be reevaluated*):

Explanation for plan change:

*Additional information may be required. Return the completed form to your academic advisor. If your program plan change is approved, your expected graduation date and financial aid may be adjusted.
 By signing below, I acknowledge that I understand the statements provided above.*

Student Signature: _____ Date: _____

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Academic Advisor Signature: _____ Approve Date: _____

Program Director Signature: _____ Deny Date: _____

AND/OR

Associate Dean Signature: _____ Date: _____

Assistant Dir. Student Services: _____ Effective Term: _____ Date: _____

*add/drop period dates are listed in the GSEP Academic Catalog