Request to Change Academic Program Area of Study

Print Name: _____________________________________

Current Degree: _________________________________________

Current Program Area: ________________________________

I hereby request the following change to my NSOE program area of study.

New Program Area: ________________________________

- Have you fulfilled all of the prerequisites for this program area (including school-wide requirements in calculus and statistics)? _____ (yes or no)

- If not, which required prerequisites are you currently missing? ________________________________

*Reason(s) for the request: ________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

*Students may write on the reverse side of this form or add second page if additional space is needed.

Student Signature: ____________________________

Current Advisor Signature: ____________________________

Date: ____________ New Program Head Signature: ____________

Please Assign New Academic Advisor: ____________

Please complete and return this form to NSOE Office of Student Services.

For Office Use Only:
PeopleSoft Entry Date: ____________ Student ID: ____________ Initials: ____________
File transfer from: ____________ To: ____________ E-mail changed: ____________
Business Office Notification: ____________ Marine Lab Notification: ____________ Master List: ____________
Prerequisite Deficiencies: ____________ Academic Advisor Notified: ____________

Any MEM and/or MF student may request a change in their program area of study. Students may request a change to their program area beginning during orientation week through the end of the semester preceding the semester in which they plan to graduate. Request forms are available on-line at the advising web pages and in the wall pockets outside Student Services, Room A108. The student must provide a reason on the form including academic and career benefits for the change. Students are also encouraged to refer to the list of required and recommended program prerequisites for the new program area prior to submitting a request form. Priority will be given to students who have fulfilled the prerequisites. Approval or denial should be noted on the form and signed by the program area chair. Completed and signed request forms must be returned by the student to Student Services office, Room A101, LSRC.