

## Request to Change Academic Program Area of Study

Print Full 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 Chair 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 up until the end of the first year of enrollment. 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 the request form. Priority will be given to students who have already fulfilled the prerequisites. Approval or denial should be noted on the form and signed by the program area chair. Request forms are available at the advising web pages and outside Student Services office, Room A101, LSRC. Completed forms should be returned by the student to the NSOE Registrar, Room A108, LSRC or sent via email to [nsoe-registrar@duke.edu](mailto:nsoe-registrar@duke.edu).