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 Academic & Enrollment 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 Academic & Enrollment Services, Room A101. 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 Academic & Enrollment Services office, Room A101, LSRC.