

Office of Graduate Studies
Request Program/Plan Change Application Form



Name _____ Student I.D. # _____

Current Street, City, State, Zip: _____

A Request for Program/Plan Change (Completed by Student):

To which program are you currently admitted? (Please attach a current unofficial UWO transcript)

To which program do you wish to change (gaining program)?

Term/Semester change is to be effective:

Reason for change:

Student Signature

Date

[I give permission to the gaining program to review any/all admission materials, including letters of recommendation, from the admission file of my current program. I understand that I will be withdrawn from my current program as of the semester I am accepted to the gaining program.]

After completing section A, forward to gaining program coordinator.

B Review of Request (Completed by Gaining Program Coordinator):

Please check all of the following you wish to receive to evaluate this request.

- New admission application packet submitted by student
- Only new letters of reference submitted by student
- Copies of all admission application documents from current program
- Copy of student file from current program
- Other request: _____

After completing section B, forward to the Graduate Studies office.

The Graduate Studies office will process request and forward necessary documentation to the gaining program.

C Approval of Request (Completed by Gaining Program Coordinator):

[] Approved [] Not Approved Total credits accepted from current program: _____

Gaining Program Coordinator _____ Date _____
(Signature)

After completing section C, forward to the Graduate Studies office.

D Final Graduate Studies Action:

- Process as new admission/reevaluation to gaining program
- Process as program/plan change to gaining program; provide materials only

Comments: _____