

REQUEST FOR CHANGE OF GRADUATE PROGRAM

For use by students in the:

Graduate College (all programs, 20FS-) MC 192

Master of Business Administration (MBA, 20FS-) MC 077

Master of Engineering (professional program, MENG, 20FS-) MC 171

School of Public Health (MPH/DrPH, 20FY-) MC 922

Master of Social Work (MSW, 20FS-) MC 309

ELIGIBILITY

This form should be used by continuing students (including recent graduates, if currently registered) in the Graduate College (20FS-), the School of Public Health (20FY-), the Master of Business Administration Program (20FY-), the Master of Engineering (20FY-), or the Master of Social Work Program (20FY-). (Note: Changes between master and doctoral, even within the same department, are considered a change of program.)

Newly admitted students may not use this form to switch programs for their first term. This form cannot be used to change between nondegree (level 2Y) and degree (level 2G) status, nor to change between undergraduate (levels 2U or 2X), graduate (level 2G or 2Y), and medical professional (level 2P). An application must be filed in the Admissions Office for those activities.

All students in F-1, J-1, or J-2 status must obtain approval from the Office of International Services (OIS).

DEADLINES

Consult the program in which you are attempting to enter for their admission deadlines.

Any forms received after the deadlines listed will be processed for the subsequent term. The College is not responsible for delayed forms.

For changes within the Graduate College, this completed form must be received in the Graduate College at least two weeks before the start of the term requested.

For changes between the Graduate College and the School of Public Health (MPH/DrPH), MBA, MENG, and MSW programs, the completed form must be received in the new college or program office before the deadline for degree applications for the requested term. An admission decision is made by Graduate College. Consult the *Graduate College Catalog* or web page (<http://www.uic.edu/depts/grad/admissions/index.shtml>).

PROCEDURES

A. Changes within the Graduate College (20FS-), excluding MBA (20FS-), MENG (20FS-), and MSW (20FS-)

Request for change of program. The student completes Section I and requests a release from the current program in Section II. The current program completes Section II and sends the form to the proposed new program, along with a copy of relevant information from the student's file (transcripts, OAR admission GPA analysis, etc.). The requested new program will make an evaluation for admission, complete Section III, and notify the student of the decision in writing. If the requested new program is in the same department as the current program, Sections II. and III. must still be completed. International students in F-1, J-1 or J-2 status must pick up the form and take it to the Office of International Services for review at this point. OIS will forward the form to the Graduate College, if they approve the change (Consult OIS directly for their deadline). If student is domestic, or not in one of the visa statuses listed above, the admitting program will forward the form to the Graduate College.

If the student is admitted on limited status, a copy of the letter that was sent to the student specifying the conditions for being placed on full standing must be attached by the admitting program. If applicable, include a petition for transfer credit for courses taken while in the previous program which are to be used for the new program. (NOTE: There is no limit on the amount of hours which may be transferred from one degree program within the Graduate College into another. However, the courses must be for graduate credit and not used for a previous degree.) The Graduate College will distribute the copies of the form, with the final decisions, to the student, new program, the Office of International Services, and the Registration Office (if applicable). If the student is denied by the new program (or by OIS, for international students), he/she will remain in the current program.

Request to add a second program. Students who wish to be simultaneously enrolled in multiple programs within the Graduate College should follow the same procedures outlined above. The student must indicate that he/she will be adding a second program rather than changing programs. The current and new programs must both agree to this arrangement. The current program remains as the primary program unless the student, with agreement of the current program, specifies otherwise in writing.

Concurrent students must meet the individual requirements of both programs. **Joint-degree** programs allow for sharing of a certain percentage of hours between the two degrees; however, only those programs formally approved as joint-degree programs are eligible for this benefit. Consult the current *Graduate College Catalog* or web page (<http://www.uic.edu/depts/grad/>) for details.

B. Changes between the Graduate College (20FS-) and the School of Public Health (20FY-), MBA (20FS-), MENG (20FS-), and MSW (20FS-)

The student completes Section I and obtains a release from the current college/program. The current college/program completes Section II and sends the form to the new program, along with relevant information from the student's file, including copies of the original referral form, transcripts and TOEFL score, if applicable. The new program will make a decision and **forward the complete file with the form to the new college**, where an admission evaluation will occur. If the student is in F-1, J-1, or J-2 status, permission must be obtained (Section IV) before sending to the new College. If the student is admitted on limited status, a copy of the letter that was sent to the student specifying the conditions for being placed on full standing must be attached. If applicable, include a petition for transfer credit for courses taken while in the previous college/program which are to be used for the new program. (NOTE: There is a **maximum limit on the amount of hours to be transferred from a non-Graduate College unit into a Graduate College program**. Consult the current *Graduate College Catalog* or web page (<http://www.uic.edu/depts/grad/>) for details.) The new college/program will distribute the copies of the form with the final decisions to the student, new program, the Office of Admissions and Records (ORR) if applicable, the Office of International Services, and the Graduate College (if applicable). If the student is denied by the new program (or by OIS, for international students), he/she will remain in the current program.

Request to add a second program. Students who wish to be simultaneously enrolled in multiple programs should follow the same procedures outlined above. The student must indicate that he/she will be adding a second program rather than changing programs. The current and new programs must both agree to this arrangement. The current program remains as the primary program unless the student, with agreement of the current program, specifies otherwise in writing.

Concurrent students must meet the individual requirements of both programs. **Joint-degree** programs allow for sharing of a certain percentage of hours between the two degrees; however, only those programs formally approved as joint-degree programs are eligible for this benefit. Consult the current *Graduate College Catalog* or web page (<http://www.uic.edu/depts/grad/>) for details.