



GRADUATE STUDIES

Application to Adjust Graduate Program and/or Certificate

This form is to be filled out if a student in any graduate program of study desires to change her or his graduate major or add/delete a certificate at Utica College. NOTE: Filling out this form and submitting it does NOT guarantee acceptance into another graduate program. Admissions requirements for the requested program/certification still apply and will be reviewed.

Student Name: _____
Preferred Phone Number: _____
Number of Credits Completed _____
Mailing Address: _____
City: _____

Student ID Number: _____
Matriculation Date: _____
Anticipated Degree Date: _____
GPA: _____
State: _____ Zip Code: _____

I authorize Utica College to: [] Change Graduate Program of Study [] Add Graduate Certificate [] Delete Graduate Certificate

Table with 3 columns: Current Major, New Major, Graduate Certificate. Each column contains a list of academic programs with checkboxes for selection.



Student Signature:	Date:
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NOTE: Once all signatures have been obtained this form should be submitted immediately to the Office of Graduate Studies (120 White Hall, ogs@utica.edu, or fax: 315-792-3170). The Office of Graduate Studies will distribute a copy via email to each of the following: the current/old Program Director, OES (if applicable), and the student's UC email address.

FOR OFFICE USE ONLY

PLEASE CIRCLE your decision when signing this form. After you sign, please route to the next person in the order listed.

Admitting Program Director — In consultation with the student's current advisor, I (**APPROVE / DISAPPROVE**) this application:

Signature: _____ Date: _____

Student Financial Services — This student (**IS / IS NOT**) in good financial standing that would allow the requested program change:

Signature: _____ Date: _____

Graduate Admissions — This student (**DOES / DOES NOT**) meet the admissions requirements for the requested program of study:

Signature: _____ Date: _____