



PETITION FOR CHANGE IN DEGREE PROGRAM

Name: _____ Harvard ID #: _____
 Address: _____ Email: _____
 _____ Telephone: _____

DEGREE PROGRAM CHANGE

Current Program:

- AIE PSP (Prev./Res./Couns.)
- EPM (Adol/Child)
- Higher Ed SLP (SD/PL)
- HDP (CA) Specialized Studies
- IEP TEP (TAC/MCMS)
- LL (GEN/RS/LC) TIE
- LT (GEN/IL)
- MBE CAS (SGC/SSW-SAC)

New Program:

- AIE PSP (Prev./Res./Couns.)
- EPM (Adol/Child)
- Higher Ed SLP (SD/PL)
- HDP (CA) Specialized Studies
- IEP TEP (TAC/MCMS)
- LL (GEN/RS/LC) TIE
- LT (GEN/IL)
- MBE CAS (SGC/SSW-SAC)

REASONS for PETITION in CHANGE in PROGRAM

Each master’s program has a unique character, admissions process, set of requirements, and target audience. A request to change programs is a rare occurrence, not always approved, and should be considered carefully in light of your course of study and future plans. If you are considering a petition, the initiation of the process begins with the following two steps:

1. Speak with the program administrator of your current program to make sure you understand whether your goals can be met without changing programs.
2. Speak with the program administrator of your desired program to see if they are willing to accept new students (depending on capacity and specific circumstances) and to make sure you understand the requirements and expectations of that program.

Students must be in good academic standing in order to be considered for a change in program.

Once you have met with the program administrators from your current and requested future program, please complete this form, along with a **separate memo detailing your reasons for requesting a change in program**. Your memo should include: 1) the academic rationale for your program request, and 2) a proposed study plan for your remaining coursework. Memos should be no longer than two pages and should be shared with all parties listed below.

If the future director approves your request, please obtain the signatures required below and submit both this form and your memo to the Office of the Registrar. *Signed and completed forms must be submitted **no later than two weeks** from the approval to change programs/strands.*

Will keep same advisor Name of New Advisor _____

 Current Program Director's Name Current Program Director's Signature Date

 New Program Director's Name New Program Director's Signature Date

 Assistant Director for Master’s Studies Name Assistant Director for Master’s Studies Signature Date

Confirmation email from the Office of the Registrar will be sent to: Student, Assistant Director for Master’s Studies, Advisor, Former and New Program Director, Former and New Program Administrator, Director of Financial Aid