

Hood College Graduate Degree Program Change Request

The Registrar's office will submit this completed form with student academic documents/records to the program director of the new program for review. You may be required to submit supplemental documents (essays, additional transcripts, recommendation letters, CVs, etc.) as part of the review process. These documents can be emailed to hoodgrad@hood.edu either with this form, or separately. For a complete list of application requirements for each graduate program, please visit the application requirements webpage (<https://www.hood.edu/graduate/admission/how-apply/program-requirements>).

The final decision of acceptance or denial resides with the graduate program director. It is the student's responsibility to review the guidelines for changing from one degree program to another in the College Catalog (www.hood.edu/registrar).

F1 Student Visa holders may not be eligible for program change. For questions, please contact the Primary Designated School Officer (PDSO).

Name: _____ Student ID# _____

Email: _____

Current Program: _____

New Program: _____

Concentration (if applicable): _____

Student Signature/Date

For Office Use Only

Credits completed in primary program: _____ Primary program GPA: _____

Date sent to program director: _____

Accepted: NO _____ YES _____

If yes:

Academic advisor: _____

Waivers/Requirements: _____

Coursework, if any, to apply from first program to new program:

Notes:

Initials/Date record updated: _____

Date decision sent to student: _____

Notify Accounting (if new program is different tuition cluster): _____