*Office of Graduate Studies*

McCarthy Hall 112

(657) 278-2618

REQUEST FOR CHANGE IN STUDY PLAN FOR A GRADUATE DEGREE

*Use this form to request a change to a study plan such as changing a course(s), committee member(s), or exit option. The academic department must submit this form to the Office of Graduate Studies.*

|  |  |  |
| --- | --- | --- |
| Name |  | Student ID No. |
| Address |   | Phone  |
| Degree P | rogram:  |  |

I request the following change(s) in my study plan (list department name, course number and title, units):

|  |  |  |
| --- | --- | --- |
| **FROM** |  | **TO** |

Reason for request:

Signed Date

Reviewed by Department Staff (if required by the department)

Signed Date Department Staff

Signed Date Thesis/Project/Dissertation Committee Chair

Request Denied (Reason):

Request Approved

If the student’s thesis/project/dissertation committee is already constituted:

Signed Date Department Graduate Program Adviser

Request Denied (Reason):

Request Approved

Rev. 8/2014