



Petition for Change in Program of Study

Use this form to make changes to an approved program of study. Return to: graduate.school@oregonstate.edu

| | | | | | | | |
|--------------------|--|------------|--|-------------------|--|----------|--|
| Last Name (Family) | | First Name | | Middle Init. | | (Former) | |
| Phone # | | OSU ID# | | OSU Email Address | | | |
| Degree | | | | Major | | | |

This form is to be used only for a change in the program of study. To modify current registration, use the Registrar's Petition for Late Change of Registration. Fill out this form with the advice of your major professor and secure his/her signature, and the signature of the department head. If the minor is involved, secure also the signature of the minor professor. Indicate transfer courses with a symbol (T1, T2, T3, T4).

DROP COURSES IN MAJOR

| Transfer Symbol | Title of Major Courses | Course | | Cr. | Gr. |
|-----------------|------------------------|--------|-----|-----|-----|
| | | Dept. | No. | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

ADD COURSES IN MAJOR

| Transfer Symbol | Title of Major Courses | Course | | Cr. | Gr. |
|-----------------|------------------------|--------|-----|-----|-----|
| | | Dept. | No. | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

DROP COURSES IN MINOR

| Transfer Symbol | Title of Minor Courses | Course | | Cr. | Gr. |
|-----------------|------------------------|--------|-----|-----|-----|
| | | Dept. | No. | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

ADD COURSES IN MINOR

| Transfer Symbol | Title of Minor Courses | Course | | Cr. | Gr. |
|-----------------|------------------------|--------|-----|-----|-----|
| | | Dept. | No. | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

Transfer courses indicated above:

| Transfer Symbol | University |
|-----------------|------------|
| T1 | |
| T2 | |
| T3 | |
| T4 | |

I certify that the above information is correct to the best of my knowledge, that all transfer courses have been identified, and that I have read and understand the information on the second page of this form.

| | | | |
|---|-------------------|------------------|-------------|
| Student's Signature | | <i>Signature</i> | <i>Date</i> |
| APPROVED - Major Professor | | <i>Signature</i> | <i>Date</i> |
| <i>Required for changes in major or minor</i> | <i>Typed Name</i> | | |
| APPROVED - Minor Professor | | <i>Signature</i> | <i>Date</i> |
| <i>Required for changes in minor</i> | <i>Typed Name</i> | | |
| APPROVED - Academic Unit Chair | | <i>Signature</i> | <i>Date</i> |
| | <i>Typed Name</i> | | |
| APPROVED - Graduate School | | <i>Signature</i> | <i>Date</i> |

STATEMENT OF UNDERSTANDING

1. I understand that all work toward a master's degree must be completed within seven (7) years. This includes transfer credits, all course work, all examinations, and final library copies of thesis, if applicable.
2. I understand that courses to be transferred from another institution **must be graduate level**, taken after the completion of a four-year baccalaureate degree (or equivalent), with grades of "B-" (2.7) or better, and those courses must not have been used on another master's degree. I also understand that graduate courses taken at OSU while the student was a non-degree graduate student, undergraduate or post baccalaureate, in the Accelerated Master's Program, a professional degree seeking student (PharmD or DVM), or while a student was enrolled in a different OSU certificate or graduate degree program are considered transfer courses, and must have earned grades of "C" (2.0) or better to be considered for inclusion on a graduate program of study.
3. I understand that the residence requirement for a master's degree is 23 credits, that this refers to courses taken at OSU after I have been admitted as a regular, degree-seeking graduate student, and that transfer courses (defined in 2 above) are not counted toward this residence requirement.
4. I understand that credits with grades of S cannot be used in a graduate program.
5. I understand that grades below C (2.00) are not accepted in a graduate program.