

## PETITION FOR CHANGE IN GRADUATE PROGRAM

Last Name (Family)		First Name		Middle Init.	(Former)	
Day Phone #		ID#		Email Address		
Degree				Major Dept.		

This form is to be used only for a change in the program. To modify current registration use regular change slip issued by Registrar's Office. 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. Please take this form to the Graduate School Office. 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.

<b>Student's Signature</b>		<i>Signature</i>		<i>Date</i>
<b>APPROVED - Major Professor</b>		<i>Typed Name</i>		<i>Signature</i>
<i>Required for changes in major or minor</i>				<i>Date</i>
<b>APPROVED - Minor Professor</b>		<i>Typed Name</i>		<i>Signature</i>
<i>Required for changes in minor</i>				<i>Date</i>
<b>APPROVED - Academic Unit Chair</b>		<i>Typed Name</i>		<i>Signature</i>
<b>APPROVED - Graduate School</b>		<i>Typed Name</i>		<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 transfer courses are defined as:
  - a. Graduate courses taken at OSU while I was a special, non-degree student, and
  - b. Graduate courses taken at OSU while I was a postbaccalaureate student, and
  - c. Graduate courses taken at OSU and reserved for graduate credit while I was an undergraduate student, and
  - d. Graduate courses taken at OSU and reserved for graduate credit while I was a postbaccalaureate student, and
  - e. Graduate courses taken at other accredited universities after I had received a baccalaureate degree.

I also understand that grades of B or better must have been earned in any transfer course and that courses to be transferred must not have been used on another masters degree.

3. I understand that the residence requirement for a master's degree is 30 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.

Return this petition to:  
**Graduate School**  
Heckart Lodge  
2900 SW Jefferson Way  
Corvallis, OR 97331  
[Graduate.School@oregonstate.edu](mailto:Graduate.School@oregonstate.edu)  
541-737-4881