
TRANSFER TO NEW GRADUATE PROGRAM OF STUDY

Review information for the intended program on the CPS website to understand program requirements:
<https://cps.northeastern.edu/academics/graduate/masters>

Consult with your current designated Career and Academic Coach to ensure that your target program suits your goals and needs. Then submit this form to your current Career and Academic Coach and allow two weeks for processing.

STUDENT INFORMATION

Name _____

Student ID Number _____

Current Program _____

Husky Email Address _____

CHANGE INFORMATION

I am requesting to change to the following graduate program:

Name of desired new program _____

If your new program requires you to choose a concentration, indicate your choice of concentration (speak with your Career and Academic Coach regarding optional vs. required concentrations) _____

REASON FOR CHANGE (please attach a separate Word doc with your answers to the three questions below)

1. Why has your current major not been meeting your personal or academic / career needs?
2. How would the new program allow you to better accomplish your goals and satisfy your interests?
3. What challenges do you expect from a new set of degree requirements?

RENEW, CHECK OFF, AND SIGN

- I have spoken with my current Career and Academic Coach about this request, and I have reviewed the new program requirements. I understand that I am responsible for satisfying them in order to be eligible for degree / certificate completion.
- I understand that the courses I have taken for my original program may not count toward my new program.
- I understand that it is strongly recommended that, before changing my program, I take at least two courses related to my new program to make sure it's a good match for my goals.
- I understand that, if approved, the official change to my new program will not be reflected on my student record until the academic quarter following approval of my request.
- I understand that changing to a new program may impact my financial aid and may alter my graduation date.

Student Signature _____ Date _____

OFFICE USE ONLY: accepted or denied (circle one) signature: _____ date: _____
