**GSOM Steps to Petition to Change Degree Programs**

1. Submit the completed *GSOM Petition to Change Degree Programs* form to your current academic advisor.
2. Your academic advisor will forward your completed form to the Graduate Admissions Office. Once Admissions has evaluated the request, you will be notified of their decision. If your transfer is not approved, you should plan to pursue the program to which you were admitted.
3. If Admissions approves the requested program change, you will be advised to schedule an appointment with the Director of GSOM’s Stevenish Career Management Center.
4. If the Director of the Career Management Center determines that the degree program change is in line with your career goals, they will notify Admissions and GSOM’s Associate Dean. You will then make an appointment with the Associate Dean, who will also schedule a meeting with the Program Director of your desired program. Your academic background will be reviewed and if the Associate Dean and Program Director both agree that the degree program change is in the best interest of the student, Admissions will be notified.
5. Official notification of acceptance to the new degree program will come from Admissions. You will be recoded in our online student management system and assigned an academic advisor for your new program.

\*\*\* The deadline for ALL steps to be completed and have the change go into effect is the end of the Add/Drop period for a semester. If all the steps are not completed by that date, then the program change will not go into effect until the following semester.



**GSOM Petition to Change Degree Programs**

Name: Click here to enter name. Clark ID: Click here to enter Clark ID.

Current degree program: Click here to enter text.

New (desired) degree program: Click here to enter text.

Reason(s) to change degree programs: Click here to enter text.

Signature\*: Click here to type signature. Date: Click here to select date.

\*By typing my name, I recognize that this is equivalent to a written signature and I attest to the fact that the information on this form is correct.

Please return this form to your current academic advisor in person or by email through your Clark University email account.

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GSOM office use:

Career Services: Click here to type signature. Date: Click here to select date.

Associate Dean: Click here to type signature. Date: Click here to select date.

Program Director: Click here to type signature. Date: Click here to select date.