



Undergraduate Change of Program Request

Return to: MSOE Registrar's Office, CC-377
1025 N. Broadway, Milwaukee, WI 53202-3109
Phone: (414) 277-7215 / Fax: (414) 277-6914
Scan and email: registrar@msoe.edu

Name _____ Student Number _____

Student Signature _____ Date _____

Program Information

Please note that not all requests to make changes to an academic degree program are approved. Students are encouraged to bring a copy of their unofficial transcript with them when they meet with the appropriate program director to discuss their request.

Current program _____

I want to change my program to _____

Grade Point Average Adjustment (optional for change of program)

When you change academic programs, you have the option of excluding all unused courses from the old program. Excluding courses is all or nothing. Your new program director will determine which courses do not meet academic requirements in the new program, and those will be removed from your grade point averages. You also will lose the credit for those courses, which may affect your grade level. Not all students benefit from this option. Student athletes are strongly encouraged to meet with the NCAA Compliance Officer to review. Please note, courses that do not count towards the new major will be used when calculating eligibility per NCAA regulations.

Your signature is required to choose this option _____

Approvals

Approval of program director or chair of the program into which you are seeking admission.

Signature _____

Notes (Optional):

If you are an international student attending MSOE on a student visa, you must obtain the International Student Advisor's signature prior to submitting this form.

Signature _____ Date _____

For Registrar Use ONLY
Previous PD and Chair Notified _____