**REQUEST FOR CHANGE OF DEGREE**

Department of Earth System Science & Policy

**Instructions**

1. Fill out this form and follow all instructions completely. Not following instructions will result in the immediate rejection of your request.
2. Review the admission requirements outlined in the UND Graduate Catalog for the new degree program for which you are requesting transfer. You must meet all admission requirements for the degree you are seeking in order for your transfer request to be approved.
3. Understand that your request will not automatically be approved, but will be subject to review by all faculty members of the ESSP program.
4. Understand that while your request is pending, you are still accountable for all GRA responsibilities for which you have been assigned.
5. Understand that transfer of the degree you are seeking may lower your standing in the assignment of financial aid from the ESSP program (e.g. GRA and tuition waiver).
6. Understand that the new degree you are seeking will not automatically be easier to complete than the one for which you are requesting a transfer.
7. Understand that changing degree programs will almost certainly affect your long-term career options. It is highly suggested that you carefully consider whether this option is right for you.

**PART 1.**

**Current Degree Sought New Degree Sought**

 [ ]  [ ]  [ ]  [ ]

M.E.M. M.S. M.E.M. M.S.

Last name (Surname or Family) First Name (Given Name)

Street Student ID #

City E-Mail

 Phone

Current Faculty Supervisor New Faculty Supervisor (if applicable)

 New Faculty Supervisor Signature (if applicable)/date

Current GPA

**ESSP course status**

ESSP 503 [ ]  [ ]

 Completed Not completed Grade

ESSP 504 [ ]  [ ]

 Completed Not completed Grade

ESSP 505 [ ]  [ ]

 Completed Not completed Grade

ESSP 506 [ ]  [ ]

 Completed Not completed Grade

ESSP 507 [ ]  [ ]

 Completed Not completed Grade

ESSP 508 [ ]  [ ]

 Completed Not completed Grade

ESSP 590 [ ]  [ ]

 Completed Not completed Grade

**PART 2.**

**Statement for Change Request.** This section should include a justification for the change of degree in degree sought. Each section of your statement should be concise, while providing an adequate justification for the change, and carefully written. Each section should not exceed two pages in length.

1. **Why do you want to change the degree you are seeking?**

1. **How would your new degree program help you achieve your professional goals?**

1. **What are your Internship or Thesis interests?**

1. **What are your long term career goals?**

**PART 3.**

**Letter of support from your current faculty supervisor.**

The applicant must request a letter of support from his/her current supervisor for the requested change. The letter of support from your current faculty supervisor **must be sent DIRECLY** to the chair of the ESSP department.

Received: [ ]  [ ]  (To be completed by the ESSP Department Chair)

 Yes No

**To be Completed by ESSP Faculty Members**

*Admission requirements met for degree sought*: 🞎 Yes 🞎 No

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Faculty Review*: Recommend Not

Recommend

1 2 3 4 5

|  |  |  |
| --- | --- | --- |
| Faculty Signature | Date |  |
|  |  |  |
|  |  |  |
| Faculty Signature | Date |  |
|  |  |  |
|  |  |  |
| Faculty Signature | Date |  |
|  |  |  |
|  |  |  |
| Faculty Signature | Date |  |
|  |  |
|  |  |  |
| Faculty Signature | Date |  |
|  |  |  |
|  |  |  |
| Faculty Signature | Date |  |
|  |  |  |
|  |  |  |
| Faculty Signature | Date |  |

*Notes*: