

THE UNIVERSITY OF UTAH- SCHOOL OF COMPUTING

CHANGE OF DEGREE PROGRAM AND/OR TRACKS

This document allows students to switch between degree programs (Computer Science to/from Computing) at the same degree level (between MS degrees or between PhD degrees) or to switch between tracks within the Computing degree at the same degree level (between MS degrees or between PhD degrees). Students seeking to "upgrade" their degree rank from MS to PhD will need to file a different form as dictated by DGS and the Director of Admissions.

If the change of degree/tracks involves changing between the Computer Science and the Computing degrees and visa versa, this form must be submitted no later than **one month** prior to the term at which this change should take effect. If not submitted on time, the change will not be effective until the next semester and can jeopardize the student's graduation date.

If the change of tracks pertains solely to changes within the Computing Degree, this form must be submitted no later than the first week of classes of the term the change should take effect.

It is the **student's responsibility** to stay within the degree/track to which they are admitted and to fulfill the course requirements for that degree/track accordingly. The feasibility of changing degree/tracks depends on what courses the student has already completed, and the feasibility of completing the degree in a satisfactory amount of time. The change requires the authorization and the signature by the track director of the track/degree to which the student is transferring in addition to the authorization and signature of DGS.

Return a copy signed by all required parties to:
Graduate Advisor

Today's date: _____

Student Name: _____
Last First

Student ID#: _____

Term Admitted: _____ **Term Graduating:** _____

Student's Current Degree: _____ **Track:** _____

Student's New Degree: _____ **Track:** _____

Student Signature: _____

New Track

Director: _____ **Signature:** _____ **Date:** _____

DGS: _____ **Signature:** _____ **Date:** _____

For Graduate Advisor use only:

PoS verified _____ CGC required: _____ CGC submitted (date): _____

Admissions application required if changed more than once per graduate career: _____ Submitted (date) _____

Please see policy in the SoC Handbook