



# CPCE Change of Graduate Program Request Form

(This form should be submitted to both the Graduate School Office and the CPCE Office and should include any additional required items such as transcripts or admission materials)

## INSTRUCTIONS AND OPTIONS:

This form is for any Rowan University student who wishes to transfer one of the following two ways:

- 1. from a *traditional* on-campus degree program into a *CPCE-administered* degree program  
OR
- 2. from a *CPCE-administered* degree program to a *traditional* on-campus degree program

**Please check one of the options above and submit materials as listed below.**

If you choose #1: This process is coordinated by the Graduate School Office and students are notified by that office regarding the results. If approved into a CPCE program, the Graduate School Office will forward the student's information to CPCE and CPCE will contact the student to ensure they are ready to begin the program. (The timing of this process varies and may determine the student's start date. This form must follow the CPCE Admission deadlines.)

**Submit to:** The form and all attachments should go to: Rowan University, The Graduate School Office, Memorial Hall, 201 Mullica Hill Road, Glassboro, NJ 08028. FAX: 856-256-4436. (A copy of the form alone should go to CPCE, Director of Academic Services, Education Hall, FAX: 856-256-5638.)

If you choose #2: This process is coordinated by the CPCE Office (Academic Services) and students are notified by that office regarding the results. If approved into a traditional program, the CPCE Office will forward the student's information to the Graduate School Office and the Graduate School will contact the student to ensure they are ready to begin the program. (The timing of this process varies and may determine the student's start date. This form must follow The Graduate School Admission deadlines.)

**Submit to:** The form and all attachments should go to: Rowan University, CPCE, Director of Academic Services, Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028. FAX: 856-256-5638 (A copy of the form alone should go to The Graduate School Office, Memorial Hall, FAX: 856-256-4436.)

**Please attach any additional required admissions materials as outlined by your new program:**

Any individual requesting to change their graduate program, must meet the admission requirements just like any other graduate candidate. (All admission requirements for CPCE-administered programs are included on the appropriate Detail Sheets located on the website: [www.rowan.edu/cpce](http://www.rowan.edu/cpce). Admission requirements for traditional on-campus programs are included in the Graduate Application Form.) After reviewing the appropriate requirements, please attach any required materials not submitted with your original application file to this form and list them in **Part A** on the reverse/page 2 of this form.

To: Director of Graduate Admissions/CPCE Director of Academic Services  
I herewith request a change in my graduate program:

## PROGRAM INFORMATION:

**From Program:** \_\_\_\_\_  
(Traditional on-campus program in which you are currently matriculated)

**To Program:** \_\_\_\_\_  
(CPCE-administered Program in which you would like to matriculate)

- Please check here if you are requesting a change to the same program you are currently in but offered via a different mode of delivery (either through CPCE or traditional, on-campus)** (If this is checked, then you must also complete **Part B** on the reverse/page 2 of this form and attach your unofficial transcripts for any courses mentioned.) Please note, certain programs may not allow a program change after a certain number of courses are completed.

## STUDENT INFORMATION:

Student Name: \_\_\_\_\_

Rowan (Banner) ID: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Rowan Email Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_

(Please write clearly. Email is the format we will use to provide you with the confirmation of your request to transfer into or from a CPCE program.)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART A – ADMISSION MATERIALS ATTACHED FOR NEW PROGRAM:**

*(Student: Please review the appropriate admission requirements for your new program and attach to this form any necessary materials that were not included with your original application file for your current program. Please list attachments below.)*

Item #1: \_\_\_\_\_

Item #4: \_\_\_\_\_

Item #2: \_\_\_\_\_

Item #5: \_\_\_\_\_

Item #3: \_\_\_\_\_

Item #6: \_\_\_\_\_

**PART B – COURSE INFORMATION FOR THOSE REQUESTING A CHANGE TO THE SAME PROGRAM BUT IN A DIFFERENT MODE OF DELIVERY (ON CAMPUS OR CPCE)**

*(Student: Please list below any and all courses that you have completed or are in progress that you believe apply to your new program. Attach to this form your unofficial transcripts for any courses mentioned. Please know that this information must also be reviewed and approved by the new Academic/Program Advisor who will make changes and adjustments as needed.)*

Course #1: \_\_\_\_\_

Course #4: \_\_\_\_\_

Course #2: \_\_\_\_\_

Course #5: \_\_\_\_\_

Course #3: \_\_\_\_\_

Course #6: \_\_\_\_\_

New Academic/Program Advisor Signature approving above list: \_\_\_\_\_ Date: \_\_\_\_\_

**PART C – FOUNDATION COURSES THAT REMAIN TO BE COMPLETED FOR NEW PROGRAM:**

*(The Academic/Program Advisor for the new program will fill in this section. If you need more space, please use an additional sheet.)*

Name of Course Taken: \_\_\_\_\_

Satisfies Which Foundation Course? \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Date Course Completed: \_\_\_\_\_ Grade Received: \_\_\_\_\_

Name of Course Taken: \_\_\_\_\_

Satisfies Which Foundation Course? \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Date Course Completed: \_\_\_\_\_ Grade Received: \_\_\_\_\_

Name of Course Taken: \_\_\_\_\_

Satisfies Which Foundation Course? \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Date Course Completed: \_\_\_\_\_ Grade Received: \_\_\_\_\_

**SIGNATURE SEQUENCE ORDER:** *(for Graduate School/CPCE to obtain on student's behalf)*

<b>Explanation of Process at each Signature Stage:</b>	<b>Signature:</b>	<b>Date:</b>
1. Acknowledged by program advisor of current traditional on-campus/CPCE graduate program. Please send student file to: <b>The Graduate School/CPCE</b> (whichever office is circled to the left) <b>so we may process the above change of major request.</b>	1. _____	1. _____
2. Based upon student submission, the Graduate School/CPCE Coordinator has attached any additional admission materials required for this new program (or has noted the absence thereof). (Also see Part A of this form.)	2. _____	2. _____
3. Recommended by new program advisor for new program: (Also see Parts B and C of this form.)	3. _____	3. _____
4. Recommended by new department chairperson for new program:	4. _____	4. _____
5. Approved by appropriate dean for new program:	5. _____	5. _____
6. Approved/Acknowledged by CPCE Director of Academic Services:	6. _____	6. _____
7. Approved/Acknowledged by the Graduate School:	7. _____	7. _____