SUBMISSION DEADLINES

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This form is to be used ONLY by currently enrolled postbaccalaureate or graduate students (graduate major, credential, certificate or second baccalaureate program students) in good standing who wish to change their academic objective or their status within a program.

Instructions: REQUIRED to attach the most recent unofficial copy of transcripts reflecting the last 60 units of coursework, including CSUDH units, to this form and submit to the Office of Graduate Studies. *Note: Students cannot make changes during their first semester at CSU, Dominguez Hills.

Please print and complete all contact information

Name: ___________________________ MyCSUDH Student I.D. #: ___________________________
Address: ___________________________ Phone (day): ___________________________
City, State & Zip Code: ___________________________ Phone (evenings): ___________________________
Email address: ________________________________________________________________

I. Change of Objective (to be completed by student)
Complete this section, return it to the Office of Graduate Studies, and consult Program Coordinator about additional information you will need to submit.

1. My current program is ____________________________________________ Expected Graduation Date ___________________________

2. ☐ I request to change my program from ____________________________ to ____________________________.

OR

3. ☐ I request to (circle one) Add Drop the program noted below:
   a. Program ____________________________
   Please Circle: Master's Credential Certificate 2nd Bachelor's ____________________________

   Student Signature ____________________________ Date ____________________________

II. Program Coordinator Recommendation (When completed, return form to the Office of Graduate Studies, WH D445)

1. ☐ Deny admission/status change: Please state reason ____________________________________________

2. ☐ Admit to program/change status as shown in I. above ____________________________

   Major - Option (must be specified if major has more than one)
   ☐ With classified status
   ☐ With conditionally classified status. Be certain to inform student of the conditions. If the student does not fulfill the conditions of admission and continuation in a program, the coordinator may administratively disqualify the student from the program by sending a memo to the Office of Graduate Studies.

Program Coordinator (Print) ____________________________ Signature ____________________________ Date ____________________________

FOR OFFICE USE ONLY
Change of status entered by: ____________________________ Academic Plan: ____________________________
Student Sc: ____________________________ Academic Program: ____________________________
Date processed: ____________________________ Revised 4/2014 tlw Effective Term: ____________________________