Program Change
Program Add
Graduate Concentration Declaration

Directions

Follow the below instructions. Submit completed forms and supplemental documents to Graduate Records (D-101D) or graduate-records@neiu.edu. Program Change and Program Add requests may take two weeks to process. For Program Change and Program Add requests, you will be notified via your NEIU email account once the requested program has reached a decision.

Program Change Requests

All Program Change requests must be accompanied by a new statement of goals and two new letters of recommendation. Consult the "Application for Admission to Graduate Programs" for any supplemental materials that may be required for the program you are requesting. Note: Graduate students are not permitted to be active in two master's degree programs simultaneously.

Program Add Requests

Graduate students who are currently active in a master's degree program may add a graduate certificate program and vice versa. Consult the program you are requesting to add for any supplemental materials that may be required. The student's degree-seeking program will be considered the student's primary curriculum.

Changing a Concentration for a Graduate Program

Indicate on this form the name of your current graduation program and the concentration to be added or changed. All students whose programs contain concentrations should already be declared in a concentration.

NEIU ID #	Last Name	First Name

Current Graduate Program	Requested Graduate Program/Concentration

☐ I would like to **change** programs from my current program to the requested above.

☐ I would like to **add** the above program, and remain in my current program.

☐ I would like to **remove** the above program, and remain in my current program.

☐ I would like to **change** my concentration in my existing program.

☐ I would like to **add** a concentration to my existing program.

Student Signature _____ Date _____

Current Advisor/Chair Name _____ Current Advisor/Chair Signature _____ Date _____