



Request for Program Change During Admission

Instructions – Please read the instruction and policies outlined below before submitting this request.

**If you are a current Graduate student that have at least completed one semester – DO NOT complete this form
Please contact the Graduate Records Office**

To request a program change during admission, please complete the bottom of this form and return to the Graduate Admissions Office, Northeastern Illinois University 5500 N. St. Louis Avenue Chicago, IL 60625,

Or scan and submit your form along with the required documentation to graduateadmissions@neiu.edu

Program Change Policies

- The submission of a program change form **does not guarantee admission to the new program. You will need to satisfy the admissions requirements of the new program.**
- Students interested in changing their program of study should first contact the graduate advisor of the proposed program to gain a clear understanding of the program’s requirements.
- Not all graduate programs admit every term, please verify with the department first. If the proposed program does not admit for the same term of your original application, it will be deferred to the next available term for admission to that program.
- **Only one program change will be approved per student before *the need for reapplication and fee.***

Required Documents

- Admission requirements, deadlines, and required application materials vary by graduate program, and it is the student’s responsibility to adhere to the requirements and deadlines.
- Attach **all** required documentation when submitting the form to avoid delays in processing.

Program Change Deadlines (Except for Counseling and Social Work)

- *April 1:* Deadline to submit program change form (and outstanding documents) for Summer semester.
- *July 15:* Deadline to submit program change form (and outstanding documents) for Fall semester.
- *November 1:* Deadline to submit program change form (and outstanding documents) for Spring semester.

Student Information (Please print legibly)

Last Name	First Name	Middle Name	NEIU ID Number
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ACADEMIC TERM: _____

CURRENT PROGRAM NAME: _____ CODE: _____

NEW PROGRAM NAME: _____ CODE: _____

CONCENTRATION (if applicable): _____

Student Signature

Date

I have attached updated supplemental forms for the new program.