



Teachers College

COLUMBIA UNIVERSITY

PROGRAM CHANGE FORM FOR ENROLLED TC STUDENTS

PLEASE READ THE FOLLOWING BEFORE SUBMITTING THIS FORM TO THE OFFICE OF THE REGISTRAR:

- This application is for current Teachers College students that wish to change from their current degree program to an equivalent or lesser concentration and/or degree at the College. If you are requesting to change into a higher degree level (e.g., MA to EdM), do not submit this form to our office. You must contact the Office of Admissions.
- If you are looking to add an Advanced Certificate program to your record, please proceed with completing this form. You may list the program you are currently enrolled in and then list the Advanced Certificate program code you are looking to add to your record.
- If you are in a Non-Certification program and you are requesting to switch into a Certification program, do not submit this form to our office. You must contact the Office of Admissions.
- If you are an international student on a visa, please meet with OISS to discuss this request. We are not able to complete a program change for a current term after the add/drop deadline. If you submit this request after the add/drop deadline, we will need to process the request for the next term. Please also note that your request should be submitted as soon as possible at the start of the term so that the Office of the Registrar can have enough time to process (i.e, submitting this request the night before the add/drop deadline will not ensure timely processing and we will have to process for the next term for OISS purposes). This should be submitted no later than one week prior to the end of the add/drop period.
- Non-international students/students without a visa should also have their form submitted prior to the add/drop deadline.
- The Office of Financial Aid should be alerted of your change of program as your Financial Aid package can likely change.
- This form must be signed by the director of the program that you are requesting to switch into.
- This form must be submitted through a Teachers College email address.
- If you are a new student that has already deposited, you will have until the first day of the semester to submit this form if you would like it to go into effect for your first term. If submitted after the first day of the semester, the change will need to go into effect next term.

THIS SECTION TO BE COMPLETED BY STUDENT All fields must be completed. Please only type in black ink.

APPLICANT INFORMATION:

TC ID Number: T _____ or UNI: _____

Name: _____
 Last/Family Name First/Given Name Middle Name

Birthdate (MM/DD/YYYY): _____ E-mail: *All correspondence will be sent to student's TC email address.*

CURRENT PROGRAM OF STUDY:

Current Department: _____

Current Program: _____

Major Code: _____ *Major Code (and certification if applicable e.g. INIT, DUAL etc.) are next to program name in parentheses in degree audit profile*

What degree are you currently in? [check one]

- Master of Arts Master of Science Master of Education Doctor of Philosophy
 Doctor of Education in the College of Teaching an Academic Subject Doctor of Education

Are you currently in a teacher certification program? Yes No

Do you plan to complete the program/degree from which you are transferring? Yes – When: _____ No

NEW PROGRAM OF STUDY:

Desired Department: _____ **Major Code:** _____ (if known)

Desired Program (and certification if applicable e.g. INIT, DUAL etc.): _____

For which degree are you applying? [check one]

- Master of Arts Master of Science Master of Education Doctor of Philosophy
 Doctor of Education in the College of Teaching an Academic Subject Doctor of Education

For which term are you applying? [insert year] Spring 20____ Summer 20____ Fall 20____

What is your expected graduation date from this program? [insert year] Oct 20____ Feb 20____ May 20____

Please provide a brief explanation for this request to change programs:

I attest the information provided in this application is true.

Student Signature: _____ **Date:** _____

THIS SECTION FOR OFFICIAL USE ONLY (TO BE SIGNED BY THE DIRECTOR OF THE PROGRAM YOU ARE REQUESTING TO CHANGE TO)

NOTE TO PROGRAM DIRECTORS:

This currently enrolled TC student seeks admission to a different certification, degree and/or program as indicated in the New Program of Study section of this form.

Recommendations, transcripts and other application requirements are not provided or required with the Program Change Form. If you require application materials, the student must complete and submit a new online degree application. **Do not confirm your approval below if you require a formal application review.**

Your approval below recommends this student to the new program without formal application review. Only applications signed by the appropriate program director will be eligible for review and processing by the Office of the Registrar.

The Office of Registrar will notify the student when the Program Change Form has been processed.

TC ACADEMIC PROGRAM DIRECTOR:

I approve the above Program Change.

Print Name: _____

Signature: _____ Date: _____

If you are unable to sign this form physically or electronically, you may send an email directly to registrar@tc.columbia.edu confirming your approval.