

Instructions

Do not hand write - Must be typed

In very rare circumstances, a student may find the need to switch from a thesis to a project or vice-versa to complete the culminating experience. If the student has previously taken and earned credit (or is in RP status) for the culminating experience such as 299 (thesis) or a 298 (i.e. project) course, the course is placed on the student record. Therefore, students wishing to switch their culminating experience must retroactively withdraw from the previously taken culminating experience course and retroactively add the new and graded culminating experience course to correctly reflect this change on the transcript and candidacy form. This process represents a simple course replacement, and credit for the new culminating experience course will have been previously earned as evidenced by receiving credit for the prior culminating experience course as indicated by the graduate advisor or department chair signature. Use of this form will negate the requirement for a retroactive course withdrawal petition for the existing culminating experience and a retroactive course add petition (and associated fees) for adding the new culminating experience course.

Student Information

Last Name: _____ First Name, M.I.: _____
Student I.D.: _____ Graduate Program: _____
Email Address: _____
Student Signature: _____ Date: _____

Course Information (for culminating experience to be retroactively withdrawn)

Course Prefix & Catalog No. (e.g., BIOL 299): _____ Course Title: _____
Semester and Year Taken: _____ Units: _____

Course Information (for culminating experience to be retroactively added with assigned grade)

Course Prefix & Catalog No. (e.g. Biol 298) _____ Course Title: _____
Current Semester and Year: _____ Units: _____
Grade: _____

Required Signatures

Graduate Advisor or Department Chair (print): _____

Graduate Advisor or Department Chair (signature): _____

Date: _____

Approved

Denied

Associate Dean of Graduate Studies (print): _____

Associate Dean of Graduate Studies (signature): _____

Date: _____

Approved

Denied