

**Master of Science Program
School of Education and Social Policy
Northwestern University
Petition to Change Program Area Form**

Name _____ Date _____

I.D. # (on WildCard) _____ Telephone _____

Present Address _____ City _____ State _____

E-mail Address (Response to petition will be sent by e-mail) _____

Program Area in which you are presently enrolled _____

Program Area to which you wish to change _____

Please attach a brief statement explaining why you would like to change program areas. In addition, if you are an Alternative Certification completer petitioning to change from Elementary or Secondary Education to Advanced Teaching, please attach a list of the seven courses you and your advisor have discussed to meet degree requirements.

I hereby petition to change my concentration in the Master of Science in Education Program and agree to abide by all obligations thereto.

Student Signature _____ Date _____

Current Advisor Signature _____ Date _____

_____ APPROVED _____ DENIED _____ OTHER

COMMENTS:

MSEd PROGRAM DIRECTOR'S SIGNATURE _____
DATE _____

For office use only:

If approved, please follow these instructions before placing this form in the student's active file:

- (1) Change the student's program area in the appropriate column in the student roster for the quarter to which this change of program area applies.
- (2) Change the student's program area on the current student data base.
- (3) Make a note of the student's change in program area in the appropriate box on the applicant database.
- (4) Change the student's program area on the tab of the student's active and ghost files.