



CHANGE OF MASTER'S DEGREE PROGRAM/CONCENTRATION FOR BSMS STUDENTS

This form is required for BS/MS students who wish to change to a new MS program or concentration

INSTRUCTIONS FOR CHANGE OF MASTER'S DEGREE PROGRAM/CONCENTRATION FOR BSMS STUDENTS

Change to a Different Program

A new BSMS Application Form is not needed to change MS Degree Program/Concentration.

1. A new online application is required and is reviewed by the admissions committee of the program. Please note that the admissions committee has access to all prior academic information at Northeastern. Complete a new online application for your program of choice in Apply Yourself by creating a new account. Your application fee will be waived; do not send in any payment. Instead, select "Pay by Check".
2. If you receive official notice of admission into the new program, complete the [Change of Degree Program Form](#).
3. Bring the completed form to the faculty advisor of the program to which you admitted, and discuss courses previously completed at Northeastern. Make sure the faculty advisor completes the table and signs the form.
4. Bring the form to the GSE office in 130 Snell Engineering. Your academic advisor will review the form and update your academic record accordingly.
5. *International students only:* an approved change of program within the College of Engineering requires that your I-20 be updated. It is the student's responsibility to do this. Please visit the "Forms and Guides" page of the Office of Global Services website, and fill out the "Request for SEVIS I-20/DS-2019" form under the "Current Student Forms" section, and turn in the form to OGS. Questions should be directed to the Office of Global Services on campus.

Change of Concentration within an M.S. Degree Program

1. Changes of program concentration do not require a new application in Apply Yourself.
2. Complete the [Change of Degree Program/Concentration Form](#).
3. Bring the completed form to the faculty advisor of the program concentration to which you are applying and discuss the classes you wish to count toward your new concentration. Make sure the academic advisor indicated whether the concentration change is approved and signs the form.
4. ECE Students must also obtain approval from the ECE Graduate Program Director. MIE students must also obtain approval from the MIE Associate Chair for Graduate Studies.
5. Bring the form to the GSE office in 130 Snell. Your academic advisor will process your concentration change request if approved by all above mentioned parties.
6. *International students only:* A change of program concentration does not required a new I-20. Please note that any approved changes will take effect the semester following your request to change degree program.

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PART I. To be completed by the student

Name: _____ NU ID: _____
Last or Family Name First or Given Name

Current BSMS Program and MS Concentration: _____

Check all that apply: Domestic International

PART II. To be completed by the student and the student's Undergraduate Academic Advisor

Check ONE:

Requesting to transfer from one MS program to another MS program. This is only possible with approved BS/MS combinations found here: <http://www.coe.neu.edu/advising/flexible-degree-programs>

New Program and Concentration: _____

New Expected Graduation Date: _____

Requesting to transfer from one concentration to another within an MS degree program.

New Concentration Requested: _____

New Expected Graduation Date: _____

Please note that program changes approved by the Graduate School of Engineering will be effective for the term **following** the current term.

Student Signature: _____ **Date:** _____

Undergraduate Academic Advisor: _____ **Date:** _____

PART III. To be completed by the student and the student's Faculty Advisor of the new MS program

List completed or current NEU graduate courses that you wish to count toward your new MS program for advisor consideration. Courses not listed below or not advisor-approved will not count toward your new MS program.

Course Name	Term	CRN#	Subject Code	Dept/Course#	# Credits	MS Faculty Advisor Approval
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

MS Faculty Advisor Signature

Date

Comments and/ or instructions

Date

ECE Graduate Program Director, Prof. Masoud Salehi (ECE students only) or
MIE Graduate Affairs Committee Chair, Prof. Marilyn Minus (MIE students only)

Date

Graduate School (for office use only)

Approved

Denied

Signature

Print Name

Graduate School Comments/Instructions

Date