

INTERNAL REQUEST FOR CHANGE OF CURRICULUM TYPE STATUS

(Please check the appropriate box)

- In person to fully online curriculum
 Fully online to in person curriculum

Deadline for submission: Fall: July 15 Spring: November 15 Summer: April 15

- Student completes STEP 1 and submits this form to Dr. Matthew Sills for approval ms2333@docs.rutgers.edu
- If approved, the PSM department will submit this form with STEPS 1 & 2 completed to the Registrar's office.
- The Registrar's office will update the student's record, complete STEP 3 & notify the PSM department that the request has been processed.
- The PSM department will then notify the student of the final approval.

STEP 1: TO BE COMPLETED BY THE STUDENT:

Name _____ Date _____

Concentration _____ RUID _____

Address _____ City _____ State _____

Telephone _____ Email _____

Citizenship: U.S. U.S. Permanent Resident Foreign

Please explain why you are applying for a change in curriculum type status:

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STEP 2: TO BE COMPLETED BY PSM DEPARTMENT:

This student IS _____ IS NOT _____ approved for the change of curriculum status sought. The reason for approval or non-approval are as follows:

Change the student's current curriculum code, _____ to the **new curriculum code**, _____

Effective:

Fall Spring Summer Year: _____

Signature _____ Date _____

STEP 3: TO BE COMPLETED BY REGISTRAR:

The change requested by the aforementioned student and the PSM department has been processed at the Registrar's office. Yes

Signature _____ Date _____