Docusign Envelope ID: CA8472F4-9F2B-47D1-BFA2-B46D06D66446

Recommendation for Change of Graduate Classification

The University of Utah • Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT • 84112 • 801-581-8969 • 801-585-7860 fax

The Recommendation for Change of Graduate Classification form is either used to change or discontinue the academic program/plan of a graduate student. The form is not to be used to change a student's classification during their admitted term; the department will need to contact Graduate Admissions Office concerning a change.

There are five approved options:

1. Recommended for higher degree: graduating in Master's and adding a PhD within the same plan - only if it is continuous registration (e.g. graduated spring with MS and continues with PhD in fall)
2. Recommended for Master's degree (student active in PhD within the same plan - e.g. Anthropology PhD: add Anthropology MS)
3. Change of degree type - MEN to MS within the same plan
4. Plan change from a pre-major to a specialization (approved pre-majors: Molecular Biology, Science Program, and Biological Chemistry)
5. Discontinue academic program/plan

Instructions

1. Choose and complete the appropriate option. Do not abbreviate when completing the form.
2. Submit the form no later than one week prior to the first day of classes for the term the change is to be effective. If not submitted on time, the change will not go into effect until the next term following submission of this form.
   - **International Students** on an F-1/J-1 visa must obtain permission from International Student & Scholar Service (ISS) prior to submitting this form. A change in classification may have significant, negative impacts on your eligibility for Optional Practical Training (OPT) after graduation.

   _____ _____
   ISS Official Signature Date
3. Questions regarding the form, contact the Registration Division at 581-8969.

Please check one: ☐ Domestic Student ☐ International Student

Student Name: _____ _____ _____
First Middle Last

Student ID #: u_____ Academic Department: Civil and Environmental Engineering

DEPARTMENTAL ACTION

Effective Term/Year: Spring / Summer / Fall

Check the appropriate option (see explanation of options above):

Option 1:

☐ Student recommended for continued study in higher degree: _____
*Academic Plan Code

Option 2:

☐ Add a career of master's for student to graduate in: _____ ☐ Leave student active in PhD
*Academic Plan Code

Option 3 or 4:

☐ Change from: _____ to _____
*Academic Plan Code *Academic Plan Code

Option 5:

☐ Discontinue student in: _____
*Academic Plan Code

Reason: ☐ Student withdrew from program

☐ Student not approved for continued study by academic department

Department Use Only:
Signature of Supervising Professor Required PRIOR to DGS Signature.

Not required in this scenario.

*Academic Plan Codes may be found on registrar.utah.edu/student-systems by clicking on List of Major/Minor codes.

Comments:

Approval: Dr. Xiaoyue Cathy Liu, Signature below _____
Department Chair or Director of Graduate Studies Date

FOR REGISTRAR'S OFFICE USE ONLY

Entered: _____ Verified: _____ ISS: _____