



CHANGE OF DEGREE STATUS

*This form is required for students who change from **non-degree** to **degree-seeking status** in the Graduate School of Engineering*

INSTRUCTIONS FOR CHANGE OF DEGREE STATUS

Change From Non-Degree to Degree-Seeking Status

1. Create & Submit a New GSE Application for Admission. Complete a new application through this link <http://www.coe.neu.edu/gse/>. Click on apply and create a new account and follow the instruction on page 2 of the [Change of Status Form](#). Your application fee will be waived; do not send in any payment. Keep in mind that the application review process may take several weeks, so plan your request accordingly.

During the application process, you will be prompted to upload electronic copies of your unofficial transcripts from any and all universities that you ever attended (including your most up-to-date Northeastern University transcript), a statement of purpose reflecting your evolving goals, and an updated resume/CV. These items are required to complete the application process.

In addition, you will be required to register at least two (2) recommenders. If you want to use any recommendation letters from a previous application, please register them on the new application, then instruct them to disregard any notices to complete the electronic recommendation process. Students are encouraged to coordinate one (1) or more new letters of recommendation, preferably from current Northeastern professors.

2. If you are officially admitted into a degree program, complete the [Change of Status Form](#).
3. Bring the completed form to the faculty advisor of the program to which you are applying, discuss your request and the classes you wish to count toward a degree. Make sure your faculty advisor reviews and signs the form.
4. Bring the form to the GSE office in 130 Snell. Your Academic Advisor will update your academic record accordingly.

For MIE Students: please email a PDF copy of the form, with required faculty advisor signature, to Mr. Jake Kearney at j.kearney@northeastern.edu. Mr. Kearney will facilitate review of your request by Professor Marilyn Minus.

CHANGE OF STATUS

PART I. To be completed by the student

NU ID: _____ Current Program/Concentration _____

Name: _____
Last or Family Name First or Given Name Middle Name

E-Mail _____@husky.neu.edu

Program and Concentration (if applicable) to which you have been admitted _____

Check All That Apply:

☐ BS/MS ☐ MS ☐ PhD ☐ Certificated Only ☐ Special student ☐ International ☐ Domestic
☐ Part-Time ☐ Full-Time

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

List a maximum of 12SH of completed or current Northeastern University courses that you wish to count toward your new program for faculty advisor consideration. Courses not listed below or not approved by the faculty advisor will not count toward your new program.

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

Faculty Advisor

Signature

Print Name

Faculty Advisor's comments and/ or instructions

Date

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

Date

Graduate School (for office use only)

☐ Approved ☐ Denied

Signature

Print Name

Graduate School comments and / or instructions

Date