

SECTION A: ADVANCE STANDING REQUEST (to be completed by Academic Department)

The student named has been allowed:

_____ points of Advance Standing toward fulfillment of their degree program.
_____ residence unit(s) toward fulfillment of the Ph.D. degree.

This advance standing is allowed on the basis of graduate or professional work listed below:

Institution: _____ Graduation Date (if applicable): _____

Note: Advance Standing towards the MS degree must be from 4000 level courses or above, taken at Columbia University only, and can not have been counted towards a previous degree. No more than 15 points of advance standing will be awarded. Transcript (and program plan) may be required. **Please attach a supplemental list of the courses that are being requested towards advance standing.**

Note: Advance Standing towards the Professional, or Doctoral degrees must be from 4000 level courses or above, taken at Columbia University only, and can not have been counted towards a previous degree. **Please attach a supplemental list of the courses that are being requested towards advance standing.** Students possessing a conferred MS degree may be awarded 30 points of advance standing, and 2 residence units towards their Ph.D. with departmental approval. Transcript (and program plan) may be required.

SECTION B: DEGREE LEVEL CHANGE –LOWER (to be completed by Academic Department)

The student named has been granted permission to change to a lower degree status within the department.

Note: The only exception to using this form to raise degree level would be for Special to MS. All others must complete the “Application for Current Students”

From: Special MS MS/Ph.D. Professional DES Ph.D
To: Special MS MS/Ph.D. Professional DES* Ph.D.*

Effective Date:

*Students changing from the DES to Ph.D. or from the Ph.D. to DES can only change their degree status once and must be completed within the first year of study.

SECTION C: DEGREE CONCENTRATION CHANGE (to be completed by Academic Department)

From: _____ To: _____

Effective Date:

*Concentration changes can only occur in the same department the student was admitted to.

SECTION D: LEAVE OF ABSENCE REQUEST (to be completed by student)

I request a leave of absence for the following academic period (Begin Date): _____

I am requesting to return to classes from the leave of absence (Return Date): FALL SPRING 20____
YEAR

The following conditions must be met:

- Attach a written and signed statement containing an explanation for the request to a leave of absence.
- Students must be degree candidates, have completed 1 semester of study, and have a minimum G.P.A. of a 2.5.
- Students must be aware that students on leaves, other than medical, relinquish their housing at UAH.
- Students who fail to return, or fail to register upon return from an approved leave of absence will be withdrawn from Columbia.
- Student must be aware that the maximum approved leave is for 1 year, or 2 semesters.

Print Student’s Name: _____ Sign that you’ve read/agree to conditions: _____

SECTION E: READMISSION REQUEST

Student Section: Request must be submitted within the degree completion time period from the original start of graduate study.

Term Requesting Readmission: _____ Original Admission Date: _____
Previous Degree Level: _____ Academic Department: _____

Departmental Chair Approval:

Readmit Decision: YES NO Degree Level: _____ Term: FALL SPRING 20____
YEAR

Department Chair Signature: _____ Date: _____