

Submitting a Change of Program Request Advisor Initiated

Advisors may submit a Change of Program form on behalf of a student who may not be able to submit it on their own. The form will still require Advisor approval. The student will receive an email once the request has been submitted as well as at the end of the process.

1. Sign in with your Mason credentials

2. Enter the Student's G#

* Student's G#:

3. Unrestricted Mode

This option is for programs/minors that are restricted and only Advisors can submit the request. Turn this "on" if your program/minor requires it.

Unrestricted Mode

Restricted Undergraduate Programs & Minors

- All programs in CEC and BC
- Programs: NURS, FAVS, DANC, GAME, MUSI, THR, APLS, INDV
- GPA Minimum: ELED, PHED, KNES, ICED, ECDL
- Minors: MUSI, MUSP, MUSC, MPED, MTEC, MWB, JAZZ, EMUS, ABUS, BUS, ETMG, ENTR, FNAN, GRBP, GOVC, IB, MBUS, MIS, MKTG, OSCM, ORGC, REAL, BIOE, CS, INFT, ME, SWE, STIC

4. Review the student's degree and student information

Take note of their Campus, whether they have a Graduation Application on file, and any other relevant attributes.

5. Fill out request

Complete the form with the desired request. Refer to the Student Guide to help navigate the form.

4. Submit the form

The student will receive a confirmation email that the form has been submitted. They will be provided with a link to check on its status. Once it receives any required approvals, the student will receive an email at the end of the process.