

CAPE Blended Program Change to Graduate Status

Student Information

The Faculty Graduate Advisor must submit this form in the semester the student expects to complete 120 blended applicable units. For a fall transition, submit by March 1; for a spring transition, submit by October 1.

Coyote ID

Student Last Name

Student First Name

SAMPLE

Number of Units Completed and In Progress: _____

Master's Degree Program: _____

Start Term for Graduate Record: _____

Bachelor's Graduation Semester and Year: _____

Master's Graduation Semester and Year: _____

F-1 Visa: Yes _____ No _____

Blended Program Advisor or Faculty Sponsor Approval

With my signature below, I am confirming that:

- The student is now eligible to be switched into the graduate program career with 120 applicable units.
- The department advised the student about the master's program requirements and degree completion time limit.
- The department advised the student the career switch into "graduate" means they must pay graduate tuition/fees and financial aid eligibility will be based on graduate student status, starting with the start term for graduate record listed on this form.

Blended Program Advisor or Faculty Sponsor:

Signature _____

Date _____



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Student Acknowledgement

- With my signature below, I am confirming that:
- I am now eligible to be switched into the graduate program career with 120 applicable units.
- I understand the master's program requirements and degree completion time limit.
- The career switch into "graduate" means I must pay graduate tuition and fees.
- Financial Aid eligibility is dependent on my financial aid application (FAFSA/CA Dream Act), graduate enrollment status, starting with the start term for graduate record listed on this form.
- DSS students need to notify DSS of their change to graduate status.
- International students should confirm eligibility with ISS.

Signature _____

Date _____

International Student Services

Student is eligible for blended programs. International students must complete all undergraduate degree requirements before switching to the graduate record.

Eligible ____ Not Eligible ____ Not Applicable ____

ISS Designee: _____

Comments: _____

Graduate Admissions

3.0 GPA in graduate level courses taken while in undergraduate status verified _____

Date Application Entered: _____

Graduate Admissions Designee: _____

Comments: _____



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Office of the Registrar

The following conditions are verified:

- The student will have completed 120 eligible units by the end of the current semester (including in progress units).
- The student is in good academic standing in the undergraduate program.
- The student has completed all requirements for the undergraduate degree.
- The student has applied for a grad check for the undergraduate degree.
- International students must complete all undergraduate degree requirements.

Eligible ____

Not Eligible ____

Discontinuance of undergraduate record.

Date Completed: _____

OTR Designee: _____

Comments: _____

Final copies (initiator, dept. chair, student, Admissions, OTR, ISS, Fin Aid, college, DSS, Athletics, Grad Studies)



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