

Petition to Change Expected Graduation Term or Amend the ATC

Graduate students should file this form to:

- Officially change your expected graduation term in HUB. Students beyond the degree time limit (four years for master's or seven years for doctoral programs) must file a Petition for an Extension of the Time Limit to Complete Graduate Degree Program (buffalo.edu/grad/forms/extension.html).
- Change your major advisor and/or committee members.
- Signify a change in future planned registration (e.g., adding or deleting anticipated courses or credits).
- Signify a change in your master's program final culminating experience (e.g., from thesis option to exam option).

Last Name _____ First Name _____

UB Person Number _____ Email _____

Department _____ Degree: Master's Doctoral Adv. Cert.

___ Update Expected Graduation Term to: Spring (6/1) Summer (8/31) Fall (2/1) Year _____

Is full time certification needed? Yes ___ No ___

Student Oath: With my signature below, I confirm that I am aware of all required conferral materials and submission deadline for my new graduation date (buffalo.edu/grad/succeed/graduate/requirements.html). I understand that if all program requirements are not complete or if I fail to submit the required materials on time, my degree will not be awarded on that date and I will need to file another petition to update my HUB record. I understand that registration is required each fall and spring term until my degree is conferred.

___ Change major advisor/committee members _____

___ Change master's culminating experience option _____

___ Add or delete future planned registration.

Add/Delete	Course Title	Course Number	Semester/Year	Credits

Justification for requested changes **(required)**

Required Approvals

Student _____
Print Name
Signature
Date

Major Advisor _____
Print Name
Signature
Date

Chair/Director of Grad. Studies _____
Print Name
Signature
Date

Submit completed form to the Graduate School at grad@buffalo.edu or 408 Capen Hall.

For Graduate School Use Only

Reviewer: _____ Approved _____ Denied _____ PDB _____ HUB _____ Email _____

Comments: _____ Revised 4/21/2020