

ADLER UNIVERSITY

APPLICATION TO ADD OR CHANGE A MASTERS DEGREE PROGRAM - CHICAGO CAMPUS

MASTERS DEGREE PROGRAM STUDENTS ONLY

PLEASE DO NOT PRINT THIS FORM! PLEASE ROUTE VIA E-MAIL FOR SIGNATURES.

Student Last Name		Student First Name		Student ID	
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Current Program and Certificates (please list all)	
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IMPORTANT INFORMATION

- This form cannot be used to withdraw from the University. If you wish to withdraw from Adler University, please return to the Registrar page on Adler Connect and download the Student Withdrawal form.
- If you are petitioning to transfer or add Masters degree, you MUST meet with the new program's Program Chair/Program Director.
- Students cannot add Doctoral programs with this form. Students seeking to enroll in any Doctoral program must apply through Admissions.
- If there are classes from your current degree program that apply to your new degree program (based on the official degree requirements of the old and new program), your degree audit will automatically populate with those courses. If you would like additional courses to apply, you will need to connect directly with the Program Chair/Program Director. If approved, the Program Chair/Program Director will need to sign off on the attached "Course Transfer Form".
- All students must attach a copy of their unofficial transcript from Self-Service for your new or current Program Chair/Program Director to review.

****ALL PAGES OF THIS APPLICATION MUST BE RETURNED****

INSTRUCTIONS:

- Look for your desired emphasis and place an "X" in the appropriate box to either **ADD** or **DROP**.
- Provide an **ANTICIPATED** completion term. Completion terms are either Fall, Spring, or Summer plus the year (example: Summer 2025).
- If you are adding, please remember to indicate which catalog's requirement you are required to follow. Your degree audit will reflect the requirements from the catalog year indicated on this form. **Your application will be returned if this information is not included.**
- After obtaining **ALL** required signatures, return this form to the Office of the Registrar, via e-mail, at registrar@adler.edu. This form is accepted via e-mail only. Forms that are dropped off or faxed will not be processed.
- Forms are due to the Office of the Registrar no later than the first Friday of the term. Forms received after this date will be effective the subsequent term and may impact your ability to register for courses in your new program. Forms submitted after the first Friday of the term and during registration may take longer to process. Incomplete forms will be returned.

ADD (PLACE AN "X" in the BOX)	DROP (PLACE AN "X" in the BOX)	DEGREE OPTIONS	Anticipated Term and Year of Completion (FOR PROGRAM BEING ADDED) (Example: Summer 2025)	Which Academic Year Course Catalog Degree Requirements is the Student Required to Follow (FOR PROGRAM BEING ADDED) (EXAMPLES: 2014-2015; 2015-2016) *APPLICATION WILL BE RETURNED IF THIS IS LEFT BLANK*
		Master of Arts in Counseling: Art Therapy		
		Master of Arts in Counseling: Specialization in Clinical Mental Health Counseling [ON CAMPUS]		
		Master of Arts in Counseling: Specialization in Clinical Mental Health Counseling [ONLINE] <i>*option is not available for students in a dual degree program*</i>		
		Master of Arts in Counseling: Specialization in Rehabilitation Counseling		
		Master of Arts: Forensic Mental Health Leadership		
		Master of Arts in Couple and Family Therapy		
		Master of Science in Sport and Human Performance		
		DUAL DEGREE: Master of Science in Sport and Human Performance / Master of Arts in Counseling: Specialization in Rehabilitation Counseling		

		DUAL DEGREE: Master of Science in Sport and Human Performance / Master of Arts in Counseling: Specialization in Clinical Mental Health Counseling		
		DUAL DEGREE: Master of Arts in Forensic Mental Health Leadership / Master of Arts in Counseling: Specialization in Rehabilitation Counseling		
		DUAL DEGREE: Master of Arts in Forensic Mental Health Leadership / Master of Arts in Counseling: Specialization in Clinical Mental Health Counseling		

		Master of Arts in Counseling: Specialization in Forensic Counseling [DROP ONLY]		
		Master of Arts in Counseling: Specialization in Forensic Psychology [DROP ONLY]		
		Master of Arts in Counseling: Specialization in Sport and Health [DROP ONLY]		
		Master of Public Administration: Community Health Concentration [1 YEAR OPTION]		
		Master of Public Administration: Community Health Concentration [2 YEAR OPTION]		
		Master of Public Administration: Criminal Justice Concentration [1 YEAR OPTION]		
		Master of Public Administration: Criminal Justice Concentration [2 YEAR OPTION]		
		Master of Public Administration: Human Rights Advocacy Concentration [1 YEAR OPTION]		
		Master of Public Administration: Human Rights Advocacy Concentration [2 YEAR OPTION]		
		Master of Public Administration: Sustainable Communities Concentration [1 YEAR OPTION]		
		Master of Public Administration: Sustainable Communities Concentration [2 YEAR OPTION]		
		Master of Public Policy: Community Health Concentration [1 YEAR OPTION]		
		Master of Public Policy: Community Health Concentration [2 YEAR OPTION]		
		Master of Public Policy: Criminal Justice Concentration [1 YEAR OPTION]		
		Master of Public Policy: Criminal Justice Concentration [2 YEAR OPTION]		
		Master of Public Policy: Human Rights Advocacy Concentration [1 YEAR OPTION]		
		Master of Public Policy: Human Rights Advocacy Concentration [2 YEAR OPTION]		
		Master of Public Policy: Sustainable Communities Concentration [1 YEAR OPTION]		
		Master of Public Policy: Sustainable Communities Concentration [2 YEAR OPTION]		

PLEASE NOTE THE FOLLOWING: Courses that apply to your current program and the program being added (based on the official degree requirements of each program) will automatically populate on your degree audit. If you would like additional courses to apply the Program Chair/Director of the degree being added will need to complete this page (the Course Transfer Form).

PLEASE DO NOT PRINT THIS FORM! PLEASE ROUTE VIA E-MAIL FOR SIGNATURES.

SUBMIT COMPLETED FORM TO REGISTRAR@ADLER.EDU. FORMS THAT ARE DROPPED OFF OR FAXED WILL NOT BE PROCESSED

COURSE TRANSFER FORM

IMPORTANT

* Courses that apply to your current program and the program being added (based on the official degree requirements of each program) will automatically populate on your degree audit.

*If you would like additional courses to apply the Program Chair/Director of the program you are adding will need to complete this page (the Course Transfer Form).

Student Last Name		Student First Name		Student ID	
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DEGREE ADDING OR SWITCHING TO:

COURSE PREFIX + NUMBER - FROM CURRENT OR OLD PROGRAM (ex. COUN-500)	*COURSE PREFIX + NUMBER - APPLIES TO THIS COURSE IN NEW PROGRAM (ex. COUN-500)

Approval of Program Chair / Director		Date	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	

SUBMIT COMPLETED FORM TO REGISTRAR@ADLER.EDU. FORMS THAT ARE DROPPED OFF OR FAXED WILL NOT BE PROCESSED

*****REQUIRED SIGNATURES*****

Student Signature		Date	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	
Approval of Current Advisor		Date	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	
Approval of Current Program Chair / Director		Date	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	
*Approval of NEW Program Chair / Director		Date	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE		INSERT DATE	

*NEW PROGRAM DIRECTOR REMINDER: If the student needs to be assigned a new advisor, please remember to inform Maria Frtiz.

IMPORTANT STUDENT REMINDERS:

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Registrar's Office Use Only:

Registrar's Office Representative Signature and Date Received <i>(with all signatures)</i> :	_____
Registrar's Office Representative Signature and Date Processed:	_____
Registrar's Office Representative Signature and Date Audit Reviewed for Previous Course Exceptions:	_____