

Petition to Change Expected Conferral Date or Amend the ATC

Graduate students should file this form to:

- Officially change your expected graduation date 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 (grad.buffalo.edu/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 capstone (e.g., from thesis option to exam option).

Last Name _____ First Name _____

UB Person Number _____ Email _____

Department _____ Degree: AuD or DNP ___ Master's ___ PhD ___ Adv. Cert. ___

___ Update Anticipated Conferral Date to: February ___ June ___ September ___ 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 conferral date (grad.buffalo.edu/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 conferred 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 capstone option _____

___ Add or delete future planned registration.

Add/Delete	Course Title	Course Number	Semester/Year	Credits

Justification for requested changes (**required**)

Required Approvals

Student _____
Name
Signature
Date

Major Advisor _____
Name
Signature
Date

Chair/Director of Grad. Studies _____
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 11/2/18