

**DEPARTMENT OF COUNSELING
APPLICATION FOR ADDITION OR DELETION OF EMPHASIS**

EMPHASIS

Name _____ **Email** _____
(Last name) (First name)

Address _____
Street City State Zip Code

Phone () _____ **Student ID #** _____ **Entry Year** _____

My **current** degree objective is:

My **current** specialization is:

A. ADDING AN EMPHASIS:

I request to ADD an EMPHASIS:

- 1) Attach an unofficial copy of your transcript.
- 2) Attach a statement discussing your reasons for changing to this emphasis, and sign below.
- 3) Discuss your change with your adviser, and ask him/her to sign below.
- 4) **Return the completed and signed form and ALL ATTACHMENTS to the department office.**

B. DROPPING AN EMPHASIS: (Emphases may be dropped at any time. No additional documents needed.)

I would like to DROP:

Note: you are STILL conditionally classified until your GAP is filed.

Failure to follow the above steps and include all appropriate documents will jeopardize your application.

I have carefully read and understand the above procedures.

Signature of **Student** Date

I have spoken to my advisee and I approve this application.

Signature of **Adviser** Date

SUBMIT COMPLETED FORM AND ALL REQUIRED DOCUMENTS TO DEPARTMENT OFFICE BY FEBRUARY 1, 2009

**The Selections Committee will review all requests in the spring 2009 semester. A decision will not be made until early April (unless you are dropping an emphasis).
A copy of this form indicating the final decision will be mailed to you.**

I have reviewed this request. <input type="checkbox"/> Approve <input type="checkbox"/> Deny	_____ Signature of Coordinator Date
I have reviewed this request. <input type="checkbox"/> Approve <input type="checkbox"/> Deny	_____ Signature of Chair Date

File by February 1, 2009