CHANGE OF STATUS REQUEST
OBERLIN CONSERVATORY OF MUSIC/COLLEGE OF ARTS AND SCIENCES

All students wishing to change division or degree at Oberlin must complete a Change of Status Request and return it to the office indicated below. Status changes will NOT be processed until this form is on file. Additional requirements are listed below.

Deadline to change status: Changes to a student’s degree status (from Double Degree, to Double Degree, or transferring from one division to another) must normally occur no later than the end of the third year for single degree students or fourth year for double degree students. Changes must occur earlier when required by the Conservatory Associate Dean’s Office or the Dean of Studies Office due to lack of progress toward a degree (i.e. completing the 12-25-30 rule, following the academic standing policies for a degree, etc.). Normally, students who change their status after the second year must demonstrate the ability to complete the degree(s) without additional semesters in residence required for that degree. The number of semesters of remaining financial aid will be determined by the normal length of the degree to which the student is changing.

<table>
<thead>
<tr>
<th>Name</th>
<th>Today’s date</th>
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<tbody>
<tr>
<td>Campus telephone</td>
<td>OCMR T#</td>
</tr>
<tr>
<td>Permanent Home Address</td>
<td></td>
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<tr>
<td>Street</td>
<td>City</td>
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**Semester you wish to change status**

* Status changes for the current semester will only take place if the application is complete during the add/drop period of the current semester. All other changes will take place in the semester following the completion of the application.

**I am currently a student in:** (please check one)

_____ College of Arts & Sciences. Major ___________ Advisor ___________

_____ Conservatory of Music. Major ___________ Advisor ___________

_____ Double Degree Program. College Major ___________ Advisor ___________

Conservatory Major ___________ Advisor ___________

Please circle the option below that best describes your request.

<table>
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<tr>
<th>Proposed Change</th>
<th>Required Steps</th>
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| **A. Double Degree to Conservatory Degree (dropping A&S degree)** | 1. Complete and submit Change of Status Request Form to Conservatory Associate Dean (Bibbins 123)  
2. Meet with Conservatory Associate Dean |
| **B. Double Degree to A&S Degree (dropping Conservatory degree)** | 1. Complete and submit Change of Status Request Form to Dean of Studies Office (Peters 205)  
2. Meet with Dean or Associate Dean of Studies |
| **C. A&S Degree to Double Degree (adding Conservatory degree)** | 1. Follow the instructions for Change of Status on the Conservatory Admissions website (www.oberlin.edu/con/admissions/)  
2. Complete and submit Change of Status Request Form to Conservatory Associate Dean (Bibbins 123)  
3. Meet with Conservatory Associate Dean |
| **D. A&S Degree transferring to Conservatory Degree** | 1. Follow the instructions for Change of Status on the Conservatory Admissions website (www.oberlin.edu/con/admissions/)  
2. Complete and submit Change of Status Request Form to Conservatory Associate Dean (Bibbins 123)  
3. Meet with Conservatory Associate Dean |
| **E. Conservatory Degree to Double Degree (adding the A&S Degree)** | 1. Complete and submit Change of Status Request Form to College Admissions (Carnegie Building)  
2. Meet with Dean or Associate Dean of Studies (Peters 205)  
3. Submit two A&S teacher recommendations to College Admissions (available from College Admissions or Dean of Studies Office) |
| **F. Conservatory Degree transferring to A&S degree** | 1. Complete and submit Change of Status Request Form to College Admissions (Carnegie Building)  
2. Meet with Dean or Associate Dean of Studies (Peters 205)  
3. Submit two A&S teacher recommendations to College Admissions (available from College Admissions or Dean of Studies Office) |
In the space below, please summarize your remaining educational plans while at Oberlin, and describe how this change of status would enhance your long term educational and career goals.

Signature ______________________________ Date ____________________

Please complete and return this form to the office indicated in the chart on the other side. Thank you.