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 and notes are listed below.

1) 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 32-32-40 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.

2) For Students applying to transfer or add the Arts and Sciences division: The application is reviewed by the Arts and Sciences Admissions Office once the student has received grades for at least two full A&S courses (or equivalent) with a grade of B- or better, has submitted the recommendation forms from two A&S faculty, and has discussed the A&S requirements with the Associate Dean of Studies. In addition, the entirety of a student’s Oberlin transcript as well as the student’s academic progress and standing will be reviewed.

3) For Students applying to transfer or add the Conservatory division: The application will be reviewed after the student has met with the Conservatory Associate Dean for Student Academic Affairs to review Conservatory degree requirements and completed the Conservatory admissions application process which includes an audition for the respective program. Although letters of recommendation are not required, the entirety of a student's Oberlin transcript will be considered as well as the student's academic progress and standing.

Please circle the option below that best describes your request.

<table>
<thead>
<tr>
<th>Proposed Change</th>
<th>Required Steps</th>
</tr>
</thead>
</table>
| A. Double Degree to Conservatory Degree (dropping A&S degree) | 1. Complete and submit Change of Status Request Form to Conservatory Associate Dean (Bibbins 113)  
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 113).  
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 113).  
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). |

For Office Use Only: Action _______; CoS sem _______; Decision date; _______; Staff initials _______
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.

rev. 07-13

OVER