

Petition to Change Expected Conferral Date / Amend ATC

Changes to the Application to Candidacy (ATC) which become necessary after the ATC has been submitted to the Graduate School must be formalized through this petition. Such changes include:

- Change in anticipated conferral date for students within the degree time limit (i.e. 4 years for Master's students; 7 years for Doctoral students). *If you are beyond the time limit, you must file an Extension of Time Limit to Complete Graduate Degree Program petition.*
- Changes in major advisor and/or committee members
- Changes in future planned registration (e.g. adding or deleting anticipated courses or credits)
- Master's students changing final capstone option (e.g. from thesis option to exam option)

Last Name _____ First Name _____

UB Person Number _____ -- _____ E-mail _____

Matriculating Dept. _____ Master's _____ Ph.D. _____ Au.D. or DNP _____

UPDATE Anticipated Conferral Date to:

- FEBRUARY _____ (Fall conferral)
year
- JUNE _____ (Spring conferral)
year
- SEPTEMBER _____ (Summer conferral)
year

(Student): With my signature below, I confirm that I am aware of all required conferral materials and submission deadline for my new conferral date (found at: <http://grad.buffalo.edu/study/graduate/deadlines.html>). I understand that 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 or **CHANGE** master's capstone option:

ADD OR DELETE future planned registration:

Action (ADD or DELETE)	Course Number	Course Title	Term	Units

JUSTIFICATION for requested changes (required): _____

Required Approvals:

Student _____ Date _____

Major Advisor _____ Date _____

Print Name *Signature*

Director of Grad. Studies /Dept. Chair _____ Date _____

Submit completed form to the Graduate School: grad@buffalo.edu or 408 Capen Hall

The Graduate School _____ Date _____

FINAL ACTION TAKEN: Approved Denied

GS use only
 GDB _____
 PDB _____
 HUB _____
 Email _____

Comments: _____