



University Registrar's Office

**Graduate School Programs - Change from Dual Degree to Single Degree Form**

**Sawyer Business School (SBS) Instructions:**

If you are currently in **SBS** and wish to change from a dual degree candidate to a single degree candidate, please:

1. Complete this form.
2. Bring to the appropriate **SBS** Graduate Program Office (120 Tremont Street, 5<sup>th</sup> floor) for review and advisor assignment. A new program of study will be created reflecting the program change.
3. Return this completed form to the Office of the Registrar.

**College of Arts & Sciences (CAS) Instructions:**

If you are currently in **CAS** and wish to change from a dual degree candidate to a single degree candidate, please:

1. Complete this form.
2. Attach an unofficial transcript.
3. Bring to the appropriate **CAS** Graduate Program Office for review and advisor assignment.
4. Return this completed form to the Office of the Registrar.

**NOTE:** If you are interested in changing from a single graduate degree to a dual degree program, **do not use this form**. Please contact the Office of Graduate Admission for admission requirements at [gradadmission@suffolk.edu](mailto:gradadmission@suffolk.edu), 617-573-8302 or visit 73 Tremont Street, 6<sup>th</sup> Floor.

Date: \_\_\_\_\_ Suffolk University Student ID#: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Year/Semester that you entered Suffolk: \_\_\_\_\_

Current Dual Degree Program: \_\_\_\_\_

Preferred Single Degree Program: \_\_\_\_\_

Program Administrator/Advisor (please print): \_\_\_\_\_

Approval (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

