*This form should be filled only if there is a change in the status of the thesis/non-thesis program.*

*Please fill in the form completely and submit the Printed Copy, which has the approval of the Department Chair, to the Dean's Office to be sent to the Institute of Graduate Studies and Research (IGSR). Incomplete application forms will be returned to the Department.*

*According to the Principles for Graduate Program Fee Application:*

* *Students who transfer between programs within the University are not subject to any transfer fees and exempted courses are transferred to the new program.*
* *Students transferring from a non-thesis program to a program with thesis requirements are required to pay the difference in fees per course.*

**Part I. Student & Project Information [To be completed by the Supervisor]**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student No. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

 | Student’s Name |  |
| OLD Graduate Program |  |
| NEW Graduate Program |  |
| Program Type | Beginning of the Thesis/Dissertation Project | Type of Change*Check all that are applicable.* |
| Academic Year | Semester |
| [ ] Master's | [ ] Ph.D. | 20y y y y - 20y y y y | [ ] Fall | [ ] Spring | [ ]  | From Non-Thesis to Thesis | [ ]  | From Thesis to Non-Thesis |
| [ ]  | From Non-Thesis to Non-Thesis | [ ]  | From Thesis to Thesis |
| Reason for Change(s)*Attach a report, if needed.*  |  |

**Part II. List of Exempted Courses**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference Codes | Course Code | Course Name | Grade |
| Old | New |
|  |  |  |  |  |
|  |  |  |  |  |
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**Part III. List of Currently Registered Courses, if any**

|  |  |  |
| --- | --- | --- |
| Reference Codes | Course Code | Course Name |
| Old | New |
|  |  |  |  |
|  |  |  |  |
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**Part IV. Student's Approval**

I am aware of the changes given above and accept them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student’s Name |  | Signature |  | Date |  |

**Part V. Approvals of the Department**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dept. Graduate Committee ChairTitle and Name |  | Signature |  | Date |  |
| Department ChairTitle and Name |  | Signature |  | Date |  |

**Part VI. Decision of the Council of the Institute**

No need for the Council meeting if the Director has been given the approval authority by the Council of the Institute.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Council Meeting Date |  | Meeting & Decision Numbers |  | Evaluation Result | [ ] Approved | [ ] Not Approved |
| Decision of the IGSR |  |
| Notes |  |
| IGSR DirectorTitle and Name | Prof. Dr. Ali Hakan Ulusoy | Signature |  | Date |  |

**Part VII. Approval of the Registrar’s Office**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Notes |  | Evaluation Result | [ ] Approved | [ ] Not Approved |
| RegistrarName |  | Signature |  | Date |  |

One approved copy of this form should be sent to:

* the Institute of the Graduate Studies and Research,
* the Student’s Department,
* the Accounting Office,

by the Registrar’s Office