**STUDENT INFORMATION**

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| NAME: | Click here to enter text. | UNI: | Click here to enter text. |
| DEPARTMENT: | Choose an item. | PHONE: | (###) ###-#### |
| CERTIFICATE (IF APPLICABLE): | Choose an item. | DEGREE: | Choose an item. |
| ADVISOR/ DEPT. CONTACT: | Click here to enter text. | SEMESTER(S) COMPLETED: | Click here to enter text. |
| **Department Transfer only**: 1. Schedule a meeting with the [contact-person of the department](https://www.mailman.columbia.edu/people/current-students/academics/degree-requirements) *into which you are requesting transfer* and obtain permission to proceed with the transfer process (signature below). Permission may be contingent upon the review of a student’s educational record; a brief personal statement similar to the Statement of Purpose and Objectives from the SOPHAS application; and other documentation as requested by the department.
2. Obtain approval from your *current* [departmental contact](https://www.mailman.columbia.edu/people/current-students/academics/degree-requirements) to transfer out of the department. (signature 1) Go to Step 5.
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| PERMISSION TO PROCEED: |  | DATE: | NEWDEPARTMENT: |  |

A student who desires or is in need to deviate from her/his academic plan must complete this [Request to Deviate from Academic Plan](http://mailman-handbook.com/2015/node/231) (RDAP) and follow the five steps below for consideration of an amended academic plan, pending final approval by the Dean of Students. **Students must thoroughly review and complete the RDAP process (steps 1-3, below) before approaching their department.** If you have any questions throughout the process, please email OSA (msph-osa@columbia.edu with the subject RDAP).

**RDAP STEPS:**

1. Print and attach two copies of your **prescribed academic plan**. Leave one copy unedited/unmarked; annotate the second (step 2).
	1. MPH students: please print your plan from the [Certificate Requirements database](https://www.mailman.columbia.edu/people/current-students/academics/certificates/certificate-requirements).
		1. Select your enrollment year, department, and certificate\*

\*Dual degree students should select Child, Youth, and Family Health as a placeholder (the certificate requirements will, of course, be ignored)

* + 1. Choose display by Requirement type
		2. Click the “Download Info Sheet (.pdf)” link
	1. MHA and MS: obtain your academic plan from your [department handbook](https://www.mailman.columbia.edu/people/current-students/academics/student-handbooks) and/or [departmental contact](https://www.mailman.columbia.edu/people/current-students/academics/degree-requirements).
	2. Doctoral students should consult directly with their respective advisors/[departmental contact](https://www.mailman.columbia.edu/people/current-students/academics/degree-requirements)
1. Annotate the second copy of your prescribed academic plan as follows. (This will be your **proposed amended academic plan**).
	1. **Completed/in-progress courses** – Note the year/semester in which you took/are taking the classes. Format with the four-digit year followed by 1 for the spring semester, 2 for summer, and 3 for fall (e.g., Fall 2015 = 20153; Spring 2016 = 20161).
	2. **Course replacement** – Strike through the courses which you intend to substitute with replacements, and prepare a list of those replacement courses, including class names and course numbers, on a separate page.
	3. **Change to program pace** – *If your proposed amended academic plan will extend your time in the program and/or include a* [*leave of absence*](http://mailman-handbook.com/2015/node/155) *(LOA):* Note which classes will be taken during additional semesters using the format from step 2a, above. For LOA semester(s), clearly indicate in your general summary (step 3) which semesters you will miss and why.
2. Attach a **general summary page** explaining why you are requesting to deviate from your prescribed academic plan and the steps you will take to successfully complete your degree. (*If taking a LOA*, also include the [Leave of Absence Form](https://www.mailman.columbia.edu/people/current-students/academics/policy-and-procedures).)
3. **Meet with your** [**department contact**](https://www.mailman.columbia.edu/people/current-students/academics/degree-requirements) and/or academic advisor to request provisional approval. (signature 1)
4. Following provisional department approval, **email OSA** (msph-osa@columbia.edu with the subject RDAP) to schedule an appointment with a student academic affairs staff member who will guide you through the final steps. (signatures 2-4)

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| SIGNATURE 1(DEPARTMENT) |  | DATE: |  |
| SIGNATURE 2(ACADEMIC AFFAIRS) |  | DATE: |  |
| SIGNATURE 3(FINANCIAL AID) |  | DATE: |  |
| SIGNATURE 4(DEAN OF STUDENTS) |  | DATE: |  |