

PURDUE UNIVERSITY CHANGE OF DEGREE OBJECTIVE (CODO) INSTRUCTIONS

1. Specific college/school CODO requirements can be found at: <http://www.purdue.edu/vpss/codo/codo.php>
2. Request CODO papers (Form 340) at the Registrar's Office (Hovde Hall Room 45 or the Kiosk outside Room 45) for immediate pickup, or from SSINFO (Academic, CODO Papers Request) for pickup after 3 pm the next day.
3. CODO papers must be processed during the current semester to include most recent grades and course work in progress.
4. Complete the personal information and Item 1 on both copies of the CODO papers.
5. Bring both copies of the CODO papers to your CURRENT college/school or academic advisor.
6. Take both copies of the CODO papers to the advising office of your NEW college/school (an appointment or group meeting may be required). If you meet the requirements, an advisor will complete the forms in the following manner:
 - a. review record and delete courses where appropriate
 - b. calculate total number of hours for which credit toward graduation has been received
 - c. check correct classification
 - d. complete Items 3, 4, and 5, on the CODO papers
7. **SIGN YOUR NAME** at the bottom of both copies (Item 6) to indicate your approval of the CODO process and your understanding of how your credits will transfer.
8. One copy of your CODO papers will be sent or carried to the Registrar's office for computer entry showing your **C**hange **O**f **D**egree **O**bjective.
9. After your CODO papers are processed in the Office of the Registrar, you are officially in your new college/school.

NOTE: CODOing cannot save a student from being placed on DROP status.

Revised 12/14/05