

INSTRUCTIONS

NOTE:

A change from one curriculum to another or adding an additional degree program are treated as admission decisions. It is the responsibility of the student to supply the (new) department with required credentials. The new department may require a student to file a full application for the degree through the Graduate Admissions Office.

This form may NOT be used by undergraduates seeking admission to the Graduate School, or by non-matriculated graduate students seeking admission as matriculated students. Such students MUST apply through the Admissions Office.

STUDENT:

Type or print clearly when filling out arts I and II this form. Your reason(s) for requesting this change must be provided and be sure to include your signature. A new Plan of /Study is required at the time of submission if you are changing programs or degrees, or are applying to return status after an absence of one or more years. See your advisor to develop or change your Plan of Study.

Return the form and approved plan of study with the required academic approval signatures to the Graduate School.

PRESENT DEPARTMENT:

If you approve this request, please sign and forward all copies to the next academic person listed whose approval is required.

If you do NOT approve this request, check "DENIAL," sign and return all copies directly to the Graduate School.

NEW DEPARTMENT:

If you approve this request, please sign form, enter the student's new advisor's name, and forward all copies to the next academic person listed whose approval is required.

If you do NOT approve this request, check "DENIAL," sign and return all copies directly to the Graduate School.

If you prefer that the student file a full application through Admissions, check the box provided in the ACADEMIC CONDITIONS/DENIAL area of the form, sign and return all copies directly to the Graduate School.