

REQUEST FOR CHANGE OF DEPARTMENT

General directions

1. Visit the department/school to which you wish to transfer to see if you meet their requirements and to determine if they would consider you as a potential graduate student.
 2. If the department wishes to see your credentials, they should request copies from your current department or request in writing from the Graduate School. Records will not be released to the student.
 3. If the new department approves your admission into their program, you and the chair of the new department should sign this form in the appropriate spaces below and forward to the Records office of the Graduate School (room 128 David Boyd Hall). Requests must be submitted during a regular semester or summer term (not between semesters) in order to be effective for the next semester of enrollment. (Example: A request received in the Graduate School before fall commencement will be effective for the spring semester.)
 4. The Graduate School will inform your former department of the change. As a matter of courtesy, it is suggested that the student discuss this change with their former department chair or advisor.
 5. The Graduate School will process only one Request for Change of Department for a student per semester.
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To be completed by **STUDENT**:

I, _____, (_____) wish to change my department from the
Student's Name Student's SS#
department of _____ to the department of _____
Current Department Requested Department
to obtain a _____ degree in its _____ program.
MS,MA,PhD, etc Curriculum code

Student signature

date

To be completed by **CURRENT DEPARTMENT**:

The department of _____ has been notified that the above student wishes to transfer to another department to continue his/her graduate studies. This student currently (does___) (does not___) has departmental financial assistance. This assistance (will___) (will not ___) continue with this change of department.

Signature of Chair or Graduate Advisor

Date

To be completed by **REQUESTED DEPARTMENT**:

The department of _____ approves the admission of the above named student into the

MS, PhD., etc. (_____)program.
Curriculum code

Signature of Chair or Graduate Adviser

date

For Graduate School Use Only:

Updated by _____ Date _____ Sent copies to departments: _____