

Add/Change Degree Program Form

(includes changing level of enrollment (MS/PhD) or adding an MS *enroute* to PhD)

To be completed by the student:

Student name: _____ Student ID: _____

Current program/department: _____ Level: ___MS ___Ph.D.

New program/department requested: _____ Level: ___MS ___Ph.D.

If the new program is an MS, indicate whether the MS is ___ non-thesis ___ thesis ___ undecided

Type of change: ___ Dual enrollment in both degrees
 ___ Terminate previous degree and change to new degree
Changing degrees may affect your funding and/or time to complete the degree. It is recommended to discuss this change with your current advisor before completing this application.

Semester started: _____ Current GPA: _____ Proposed Effective Date _____

Reason for requested change:

Student Signature: _____ Date: _____

To be completed by the current advisor/major professor and department head/program coordinator.

*Note: **Changing** degrees does not require approval from the current department; the signatures merely indicate that notification, preferably with a discussion, has taken place. If the signature of the current major professor and/or head cannot be obtained, attach documentation to demonstrate that the current major professor and head have been informed.*

I have been notified of this student's intent to add/change and I ___ support ___ do not support the request.

Comments: _____

Current Advisor/Major Professor Signature (Print name) (Date)

I have been notified of this student's intent to add/change and I ___ support ___ do not support the request.

Comments: _____

Current Dept. Head or Program Coordinator (Signature) (Print name) (Date)

Complete this section only if terminating the previous degree and changing to a new degree.

Proposed new Major Professor/Advisor Signature (Print name) (Date)

To be completed by the Department Head/Program Coordinator: I

[] accept this student into the new program [] do not accept this student into the new program

[] request the student's file be sent to the program for review before a decision is made

Proposed new Head/Program Coordinator Signature (Print name) (Date)

Dean of Graduate Education Signature (Print name) (Date)