



PETITION FOR CHANGE OF MAJOR/DEGREE

STUDENT

This petition must be completed, signed and submitted to the Graduate Division for approval by the Dean. You must obtain the appropriate School signature(s) and date. It is your responsibility to provide any documents that may be required by the new Graduate Group. **International students must obtain signature from the SEVIS/Visa Coordinator.**

Student Name: _____
Last First Middle Student ID Number
 Phone Number: _____ Email Address: _____
 Current Program: _____
 Current Degree: MA MS PhD Current Term: Fall Spring Year: _____
 Student Signature: _____ Date: _____

A. CHANGE OF MAJOR

You must attach a memo from the appropriate committee on the arrangements of any coursework transfer from the old program to the new program. Requires the signature of the new Graduate Group Chair.

Current Major: _____
 I wish to change to (New Major): _____
 Concentration: _____

B. CHANGE OF DEGREE LEVEL

My current degree expected is: Master's PhD
 I wish to change degree expected to*: Master's PhD

*In cases where the student is changing degree level from Master's to PhD, a memo is required from the appropriate committee indicating a formal admissions review was completed. The memo should summarize the review process and the vote of the committee.

SCHOOL

Please complete this section. You may add comments below. Return this form to the student or forward it to the Graduate Division.

APPROVED NOT APPROVED

 Faculty Advisor (Print) (Signature) Date

 Graduate Group Chair (Print) (Signature) Date

Comments: _____

INTERNATIONAL CENTER

International students must obtain SEVIS/Visa Coordinator signature.

 SEVIS/Visa Coordinator (Print) (Signature) Date

GRADUATE DIVISION

Return this form to the Graduate Division for approval by the Dean.

APPROVED NOT APPROVED

 Dean of Graduate Division (Signature) Date

Change of Major/Degree

Revised 11/27/17