APPLICATION FOR GRADUATE CHANGE OF PROGRAM, DEGREE, EMPHASIS, OR ADVISOR

(To be used by currently enrolled MU students)

DEGREE-SEEKING APPLICANTS	POST-BACCALAUREATE APPLICANTS
Submit this application to the Director of Graduate Studies of the program to which you are applying, along with any other required application materials.	Applicants for Post-Baccalaureate graduate study should submit this form and outside transcripts directly to Graduate Studies, 210 Jesse Hall.

1. Name: _____   Student number: _____
   (Last)   (First)   (Middle)   (Former name)

2. Address: _____   Telephone: _____
   (Street)

   _____   E-mail: _____
   (City, State, Zip)

3. Are you an International Student?   ☐ No   ☐ Yes: Current Visa Type:_____ Type of Visa requested:_____

4. Semester of requested change? (Check one)   ☐ Fall   ☐ Spring   ☐ Summer   Year_____

5. Admissions category desired: ☐ Degree-Seeking ☐ Grad Certificate ☐ Post-Bach (non-degree- do not complete questions 8 or 9)

6. Are you currently enrolled as an undergraduate or a graduate student?   ☐ Undergraduate   ☐ Graduate

7. Will you be enrolling in primarily online courses/distance courses?   ☐ Yes   ☐ No

⮕ **Student Signature**_____ Date: _____

8. PROGRAM CHANGE

(Please be as specific as possible)

	Current Program/Dept.	New Program/Dept.
Academic Program		
Emphasis		
Degree	Grad Cert _____ Master of _____ Doctor of _____ EdSp ☐ Post-bach ☐	Grad Cert _____ Master of _____ Doctor of _____ EdSp ☐

To be completed by Academic Program ONLY:

Decision for change of division, program, degree, or emphasis

☐ **Accept** requested changes (complete all questions)   ☐ **Deny** requested changes (skip to signature)

- **Check ONLY ONE**: This change is to: ☐ Replace current degree program   ☐ Be added to current degree program
- **Reason** for requested change (graduation, leaving program, etc.): _____
- **Departmental funding** awarded to student: ☐ YES (**attach award letter if international**)   ☐ NO
- **Advisor**: First Name _____Last Name _____

Signature of New Program's Director of Graduate Studies:

⮕   Date:

9. ADVISOR CHANGE

Current Advisor		Requested New Advisor	
First Name	Last Name	First Name	Last Name

To be completed by Academic Program ONLY:
Complete if only changing advisor

☐ **Accept** requested change   ☐ **Deny** requested change

- Reason for requested change (change of emphasis, etc.):_____

Signature of Current Program's Director of Graduate Studies:

⮕   Date:

Submit original to Graduate Admission, 210 Jesse Hall. Retain copy for departmental records.

University of Missouri

INSTRUCTIONS: CHANGE OF DIVISION, DEGREE, PROGRAM, EMPHASIS, OR ADVISOR FORM

For assistance with this form, please call the Graduate Studies at 882-6311.

This form is to be used for any currently enrolled MU student, including

- Graduate students seeking a change in their program, degree, emphasis, and/or advisor.
- Current graduate students changing to or from Post-Baccalaureate status.

The shaded gray parts of this form are to be completed by the department/area program after the student has completed the white sections. Upon completion by the academic program, the original is sent to Graduate Admissions, 210 Jesse Hall.

If student is requesting a change of Division, Program, or Emphasis complete the gray box attached to question #8 and obtain the appropriate DGS's signature.

- Make sure the program, emphasis, and degree (in question #8) are all indicated for both the student's old and new programs to ensure student records are accurate. This information is needed even if the requested changes are denied.
- If the requested changes are accepted, complete all of the questions in the gray box to ensure prompt processing.
- If this change also results in an advisor change, indicate the new advisor in this same gray box (DO NOT complete the gray box attached to #9). Include the advisor's first and last names.
- If the student is an <u>international student</u>, attach a copy of the departmental funding letter if departmental funding is awarded.

If student is ONLY requesting a change of Advisor, complete the gray box attached to question #9 and obtain the DGS's signature. Make sure the advisor's first and last names are indicated.

Current degree-seeking student changing to post-baccalaureate status should submit this form directly to the Graduate Studies office.

Graduate Studies
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