## Valdosta State University Graduate School https://www.valdosta.edu/academics/graduate-school/

## Graduate Student Change of Degree Form\*

## Complete Form and Submit to the Graduate School at gradschool@valdosta.edu

Changes in graduate <u>programs</u> are made on the basis of careful consideration and planning. Any change from one program to another, especially if made late in the student's graduate career, may necessitate completion of additional courses and could delay the student's graduation. Both the accepting and releasing departments must approve a change of program. Some graduate programs have restricted admission procedures and cannot accept students through this process. A student seeking to change programs must comply with the new program's admission requirements. Students who change their program or interrupt their enrollment for more than a year are subject to the catalog requirements in effect at the time of the change or re-enrollment.

A: Student Biographical Information:				
Last Name	First Name	Middle Initial	VSU ID # (870 xxx xxx)	
Signature	Date		VSU Email Address	
B: Program Change: (Completed by				
From: Current Degree* & Major	<b>To</b> : N	To: New Degree* & Major		
Concentration/Track (if applicable)	Conce	Concentration/Track (if applicable)		
Department Signature & Date	Depa	Department Signature & Date		
Assigned / Current Advisor	 Nam	Name of New Advisor		

C: Approval Process: The following steps must be completed before a change is approved and finalized:

- 1. Section A is completed and signed by the student requesting the change.
- 2. The left column of Section B is completed and signed by the student's current program.
- 3. The current program sends this form and all admissions and advising records to the program coordinator in the new program.
- 4. If additional documents are required, the new program requests them from the student.
- 5. If admission is approved, the new program completes the right column of Section B and sends the form to the Graduate School.
- 6. The Graduate School updates the student's record and notifies the student, current department, and new department the change has been made. **IMPORTANT:** No change is final until all steps are completed.
- 7. If the program change is not approved, the program applied to will notify the student.

<sup>\*</sup>This form is used for VSU graduate students seeking to change graduate degrees. Undergraduate students must use the form designated for undergraduate programs.