



**CHANGE OF GRADUATE MAJOR FORM**

Section 1: Completed by Student

Section 2: Completed by Director of Graduate Studies of the Student's Current Major

Section 3: Completed by Director of Graduate Studies of Student's New Major

Section 4: Completed by Center for International Education, if International Student

Section 5: Signature of Graduate School

**Please Note: All sections must be completed and returned to the Graduate Admissions Office before a change of major will be considered. Change of major must be requested and completed before the end of the second week of the semester. Forms received after the second week will be processed for the following semester.**

**Section 1: To be completed by the Student**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

DAWG Tag: \_\_\_\_\_ Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Current Major: \_\_\_\_\_ Desired New Major: \_\_\_\_\_

Semester/Year in which Change of Major is to Begin: \_\_\_\_\_

GRE Date: \_\_\_\_\_ GMAT Date: \_\_\_\_\_ Score: \_\_\_\_\_

Verbal \_\_\_\_\_

Quantitative \_\_\_\_\_

Total [V&Q] \_\_\_\_\_

TOEFL Date: \_\_\_\_\_

Score: \_\_\_\_\_ IELTS: \_\_\_\_\_

Undergraduate GPA: \_\_\_\_\_

Graduate GPA: \_\_\_\_\_

I am aware that my scholarship and/or teaching/research assistantship might not be transferred to my desired new major. International students are required to provide proof of funding to the Center for International Education, before the change of major can be completed.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Section 2: To be completed by Director of Graduate Studies of Student's Current Major**

The Director of Graduate Studies met with the student and has been advised of the student's intent to change majors. If this student has received financial assistance from this unit it will [ ] OR will not [ ] be transferred to the new major.

Comments (if any) \_\_\_\_\_  
\_\_\_\_\_

Director of Grad Studies Approval: \_\_\_\_\_  
Name Signature Date

**Section 3: To be completed by Director of Graduate Studies of Student's New Major**

Admission Decision by New Major ACCEPT: \_\_\_\_\_ REJECT: \_\_\_\_\_

Deficiencies/First Year Courses: \_\_\_\_\_  
\_\_\_\_\_

Financial Assistance Awarded (if applicable): \_\_\_\_\_

Teaching OR Research Assistantship: 25%  50%

Director of Grad Studies Approval: \_\_\_\_\_  
Name Signature Date

**Section 4: International Students Only**

The student has provided the appropriate financial documents to the Graduate School.

Term	Year	Amount	Source
Fall	_____	_____	_____
Spring	_____	_____	_____
Summer	_____	_____	_____

\_\_\_\_\_  
Graduate Admissions Date

**Section 5: Graduate School**

Approved  Yes  No

\_\_\_\_\_  
Signature of Graduate School Date

**Applicable Regulations**

Written permission of the current major is required.

New international students may begin the process of changing majors during their first semester but may not actually make the change until their second semester.

Students on academic probation may not transfer to a different graduate program until they are in good standing.

