Revised 03/05

G-16

Lamar University

COLLEGE OF GRADUATE STUDIES
CHANGE OF GRADUATE MAJOR

Section 1: Completed by student
Section 2: Completed by Graduate Admissions Office.
Section 3: Completed by Department Chair of New Major
Section 4: Completed by Chair of Current Department
Section 5: Signature of Dean of Graduate Studies
Section 6: Signature of International/Graduate Coordinator.

Please Note: All sections must be completed and returned to the Graduate & International Admissions Office before: [1] the change of major can be entered into SIS; [2] an official acceptance letter issued; & [3] a SEVIS Form I-20 must be issued indicating the change of major {for international students only}.

Section 1: Completed by Student [Please Print] Date:________________________

Student's Name____

Local Address:____

LU ID No:_____________________ Phone No:____________________ Email_________________________

Current Major:_____________________________ Desired New Major:______________________________

Semester/Year in Which Change of Major is to Begin:____

Applies to International Students Only: I am aware that my scholarship and/or teaching/research assistantship may not be transferred to my desired new major. In addition, I am aware that I may have to submit an adequate financial statement, if required, to the International Graduate Admissions Office before the change of graduate major can be completed:

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Student's Signature Date

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Section 2: Completed by Graduate Admissions Office [Wimberly Building, Room 118]:

GRE Date: ______________ GMAT Date: ________________ Score:_______________

Verbal ______________

Quantitative ______________ TOEFL Date:________________

Total [V&Q] ______________ Score:________________ TWE:_______________

Undergraduate GPA:_______________ Graduate GPA:_______________

Graduate Studies Scholarship: [ ] Yes [ ] No Teaching/Research Assistantship: $________________

Adequate financial statement required by International Graduate Admissions Office for the amount of $__________________.

[ ] Yes [ ] No {Does not apply to US Citizens or Prs}

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Graduate & International Admissions Office Date

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Section 3: Completed by Department Chair of New Major.

Decision by Chair of New Major ACCEPT:___________ REJECT:___________

Deficiencies/Firs Year Courses:____

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Financial Assistance Awarded (if applicable):

Scholarship $______________ Account No:______________ Graduate Studies Account: [ ] Yes [ ] No

Teaching OR Research Assistantship: $________________ Number of Months: ____________

Graduate transfer credits accepted from other institution(s), if any [limit of 6 Semester Credit Hours]

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Graduate transfer credits accepted from prior LU major(s), if any (See regulations below for restrictions)______________

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Department Chair Date

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Section 4: Completed by Chair of Current Department:

Chair of Current Department has met with the student and has been advised of the student's intent to change majors. This student has received financial assistance from this department and it may [ ] OR may not [ ] be transferred to the new major. This student was awarded a scholarship from the Graduate Studies Account. [ ] Yes [ ] No

Chair Comments (if any)____

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Department Chair Date

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Section 5: Must have approval of the Dean, College of Graduate Studies:

Exception to Section 4 granted. [ ] Yes [ ] No

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Dean, College of Graduate Studies Date

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Section 6: Graduate/ International Admissions Office: This form must be returned to our office with all required signatures for the change of major to be completed in SIS, an official acceptance letter issued, and SEVIS Form I-20 issued.

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Graduate/International Coordinator Date

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Applicable Regulations

Written permission of the current major is required unless the Dean of the College of Graduate Studies has met with the student and has granted an exception. 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 transfer to a different graduate program with the approval of the chair of the new program but will remain on probation until GPA is 3.0 or better. Students on academic suspension may be admitted to another graduate program only after they have completed their suspension.

Credits from former graduate majors may be applied toward the new degree only with the approval of both the new department chair and the graduate dean. When such transfer credits are applied toward the new degree, they must be part of the new degree's accepted degree plan or be substantially equivalent to courses usually required for the degree. When this is not the case, graduate credits may be transferred from prior majors only when the new degree plan calls for an equivalent increase in the normal number of hours required to complete the degree. For instance, a student with 12 semester hours of non-equivalent credits would need 48 semester hours to complete a 36 semester hour degree plan.

Departmental scholarships are not transferable with a change of major unless the department which initially funded the scholarship agrees to transfer sufficient scholarship funds to the new department.
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