



# LAMAR UNIVERSITY

G-16

A Member of The Texas State University System

## COLLEGE OF GRADUATE STUDIES CHANGE OF GRADUATE MAJOR

Section 1: Completed by Student

Section 2: Completed by Department Chair of New Major

Section 3: Completed by Department Chair of Current Major

Section 4: Completed by DSO of International Student Services (International Students Only)

Section 5: Completed by Dean of Graduate Studies

**Please Note:** All sections must be completed and returned to the Graduate Studies Office.

### Section 1: Completed by Student (Please Print)

Student's Name: \_\_\_\_\_ Lamar ID No: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

International Students Only: SEVIS ID No: \_\_\_\_\_

Current Level:  Graduate  Doctoral Current Major: \_\_\_\_\_

Desired New Level:  Graduate  Doctoral Desired New Major: \_\_\_\_\_

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

I am aware that my scholarship and/or teaching/research assistantship may not be transferred to my desired new major.

**International Students Only:** I am aware that I may have to submit an adequate financial statement, if required, to the International Student Services Office before the change of major can be completed.

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

\_\_\_\_\_  
Date

### Section 2: Completed by Department Chair of New Major

Decision by Chair of New Major

ACCEPT: \_\_\_\_\_ REJECT: \_\_\_\_\_

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

Financial Assistance Awarded (if applicable):

Scholarship \$ \_\_\_\_\_ Account No: \_\_\_\_\_ Graduate Studies Account:  Yes  No

Teaching OR Research Assistantship: \$ \_\_\_\_\_ Number of Months: \_\_\_\_\_

Transfer credits accepted from other institution(s), if any (Limit of 6 semester credit hours): \_\_\_\_\_

Credits accepted from prior LU major(s), if any (See regulations below for restrictions): \_\_\_\_\_

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Date

**Section 3: Completed by Department Chair of Current Major**

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 department. This student was awarded a scholarship from the Graduate Studies Account.  Yes  No

Chair Comments (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
College Dean Date

**Section 4: International Student Services Office (To apply change of major in SEVIS, if applicable)**

Change of Graduate Major requires update in SEVIS and I-20 issuance  Yes  No

\_\_\_\_\_  
DSO, International Student Services Date

**Section 5: Approval of the Dean, College of Graduate Studies**

Exception to Section 3 granted.  Yes  No

\_\_\_\_\_  
Dean, College of Graduate Studies Date

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**Applicable Regulations**

Credits from prior LU majors may be applied toward the new degree only with the approval of both the new department chair and the graduate dean. When such 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.

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.

Revised 10/2016

**Original - Records Office**

**Copy – Student file**

**Copy – New Department**

**Copy – Current Department**