



## CHANGE OF GRADUATE MAJOR REQUEST

**PERTINENT INFORMATION:** For a student to qualify for a graduate major change, they must first have approval of the new major/degree program's Department Chair. Once approval of the Chair is obtained, the student may complete the G-16 Change of Graduate Major Request. The request is incomplete and unapproved until all four sections are completed below and all required personnel have signed and given written approval. A final copy of this form must be housed in the following offices: 1) Graduate Studies, 2) Records Office, 3) Student File within New Department and Old Department, 4) Office of International Education and Services (where applicable)

**SECTION 1:** Completed by Student

**SECTION 2:** Completed by Department Chair of New Major

**SECTION 3:** Completed by Dean or Associate Dean of Graduate Studies

**SECTION 4:** Send to "Change of Major" Office for completion of major change.

**SECTION 5:** Send to Executive Director of International Education and Services (only needed if student has international status)

**NOTE:** Sections must be completed in the order listed above. Please use electronic form to type responses where possible.

### **STUDENT, read the following before completing this form:**

I, \_\_\_\_\_, have met with my new major/degree program advisor and Chair, have submitted any necessary documentation to the new major/degree program, and have received approval from the Department Chair:

**Yes:** , Continue to form **No:** , Discontinue and do not complete form until approval is obtained.

I, \_\_\_\_\_, have notified by current major/degree program advisor and Chair of my approval to change majors:

**Yes:** , Continue to form **No:** , Discontinue and do not complete form until department is notified.

**Signature of Student completing the request:**

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### SECTION 1: STUDENT INFORMATION

Student Legal Name:

\_\_\_\_\_

Lamar identification number:

\_\_\_\_\_

Local Address:

\_\_\_\_\_

\_\_\_\_\_

Phone:

\_\_\_\_\_

LU Email Address:

\_\_\_\_\_

SEVIS ID Number (international students only): \_\_\_\_\_

Current Major/Degree Program as listed in Catalog: \_\_\_\_\_

Desired New Major/Degree Program as listed in Catalog:

\_\_\_\_\_

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

**IMPORTANT:** Requests approved PRIOR to the 12<sup>th</sup> class date will be reflected for the current semester of request. Requests approved ON or AFTER the 12<sup>th</sup> class date will be reflected in the following semester. There is no guarantee that scholarship and/or assistantship funding will be transferred to the desired new major/degree program.

### SECTION TWO: NEW MAJOR/DEGREE PROGRAM

**Decision of Department Chair of New Major:**

Accept and Admit:

Reject Request:

**Recommendation for Graduate Studies Scholarship:**

Yes:

No:

**Description of how the student meets the qualifications/admission requirements of new major:**



**Transfer credits recommended for acceptance from other institution(s), if applicable. (Note: There is a limit of 6 semester credit hours allowed for graduate credit transfer.):**

**Credits to be applied toward new major/degree program from previous LU major(s), if any (See applicable regulations section for restrictions):**

**Department Chair of New Major/Degree Program Comments:**

**Signature of Department Chair of New Major/Degree Program:**

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### **SECTION THREE: GRADUATE STUDIES**

**Requests from above sections granted:**

Yes:       No:       Yes, but with some changes (see comments):

**Comments:**

**Signature of Dean or Associate Dean of the College of Graduate Studies:**

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**SECTION FOUR: CHANGE OF MAJOR OFFICE**

Major change completed on: \_\_\_\_\_ (date)

Change completed by: \_\_\_\_\_ (staff name)

**SECTION FIVE: OFFICE OF INTERNATIONAL EDUCATION AND SERVICES  
(International Students Only)**

Received in Office of International Education and Services on: \_\_\_\_\_ (date)

Received by: \_\_\_\_\_ (staff name)

**REGULATORY INFORMATION AND INTERNAL OFFICE DOCUMENTATION:**

**Applicable regulations:**

Credits from prior LU majors/degree plans may be applied toward the new degree only with approval of 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 substantially equivalent to courses typically required of the degree.

Student must meet admission requirements of the new major/degree program to apply for this change.

Students on academic probation may transfer to a different graduate program with the approval of the department chair of the new program but will remain on probation until CGPA is 3.0 or better.

Students on academic suspension may be admitted to another graduate program only after they have completed their suspension term.

**Internal Office Documentation (appropriate offices, please list date copy of completed document was received):**

1) Graduate Studies: \_\_\_\_\_

2) Records Office: \_\_\_\_\_

3) Student File within New Department and Old Department: \_\_\_\_\_

4) Change of Major Office: \_\_\_\_\_

5) Office of International Education and Services (where applicable): \_\_\_\_\_