



**CHANGE OF GRADUATE MAJOR FORM**

Section 1: Completed by Student

Section 2: Completed by Chair/Director of Graduate Studies of the Current Department

Section 3: Completed by Department Chair/Director of Graduate Studies of New Major

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

Section 5: Signature of Dean of Graduate Studies

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 forms are not accepted after the second week of each 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 \_\_\_\_\_ TOEFL Date: \_\_\_\_\_

Total [V&Q] \_\_\_\_\_ Score: \_\_\_\_\_ IELTS: \_\_\_\_\_

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

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

I am aware that my scholarship and/or teaching/research assistantship may 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 Chair of the 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.

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

\_\_\_\_\_  
Department Chair / Director of Grad Studies      Date

**Section 3: To be completed by Department Chair of New Major**

Decision by Chair of New Major      ACCEPT: \_\_\_\_\_      REJECT: \_\_\_\_\_  
Deficiencies/First Year Courses: \_\_\_\_\_  
\_\_\_\_\_

Financial Assistance Awarded (if applicable):  
Teaching OR Research Assistantship: 25%  50%

\_\_\_\_\_  
Department Chair / Director of Grad Studies      Date

**Section 4: Center for International Education**

The student has provided the appropriate financial documents to CIE

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

\_\_\_\_\_  
Center for International Education      Date

**Section 5: Signature of Dean of Graduate Studies**

Approved Yes No

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

