

**INSTRUCTIONS FOR CHANGE OF
PROGRAM, DEGREE, EMPHASIS, OR ADVISOR FORM**
For assistance with this form, please call the Graduate School at 882-6311.

This form is to be used only by currently enrolled MU graduate students who are changing Program, Degree, Emphasis, or Advisor. Degree-seeking graduate students wishing to become Post-Baccalaureate Students are included.

The shaded gray parts of this form are to be completed by the department/program after the student has completed the white sections. Upon completion by the academic program, the original is sent to Graduate Admissions, 210 Jesse Hall.

If student is requesting a change of Division, Program, or Emphasis complete the table/box attached to question #9 and obtain the signature of the new program's DGS.

The academic program should, at that time, do the following:

- Make sure the program, emphasis, and degree (in question #9) are all indicated for both the student's old and new programs to ensure student records are accurate. This information is needed even if the requested changes are denied.
- If the requested changes are accepted, complete all of the questions in the gray box to ensure prompt processing.
- If this change also results in an advisor change, indicate the new advisor in this same gray box (DO NOT complete the gray box attached to #10). Include the advisor's first and last names.
- If the student is an international student, attach a copy of the departmental funding letter if departmental funding is awarded.

If student is **ONLY** requesting a change of Advisor, complete the gray box attached to question #10 and obtain the DGS's signature. Make sure the advisor's first and last names are indicated.

*The following students should complete the regular online **Graduate School Application for Admission** and pay the standard application fee (with the exception of those who are continuously enrolled in the Master of Accountancy or Master of Occupational Therapy programs).*

- New domestic and international applicants
- Former MU Online and MU Direct students looking to work toward a degree on campus
- Current and former Mizzou undergraduate students (with the exception of the Master of Accountancy and Master of Occupational Therapy programs)
- Returning MU graduate students (degree and non degree seeking) applying for a new degree program who have not been enrolled for one semester or more

Note that enrolled Post-Baccalaureate Students applying to a graduate program who have applied online to the Graduate School within the previous three semesters may contact the Graduate School Admissions Office in writing to request/authorize their online application to be made available to their academic program of interest.



APPLICATION FOR GRADUATE CHANGE OF PROGRAM, DEGREE, EMPHASIS, OR ADVISOR

(To be used only by currently enrolled MU graduate students)

CURRENT GRADUATE STUDENTS CHANGING DEGREE PROGRAMS:
Submit this application to the Director of Graduate Studies of the program to which you are applying, along with any other required application materials.

CURRENT GRADUATE STUDENTS CHANGING TO PBS:
Submit this form directly to the Graduate School in 210 Jesse Hall to drop your degree and become PBS (non-degree graduate) .

- Name: _____ Student number: _____
(Last) (First) (Middle) (Maiden or former name)
- Local mailing address: _____ Telephone: _____
(Street, City, State, Zip)
- Permanent mailing address: _____ Telephone: _____
(If different) (Street, City, State, Zip)
- MU campus e-mail address: _____
- Are you an International Student? No Yes: Current Visa Type: _____ Type of Visa requested: _____
- Term of requested change? (Check one) Fall Spring Summer Year _____
- Admissions category desired: Degree-Seeking Grad Certificate Post-Bach (non-degree- do not complete questions 10 or 11)
- Are you currently enrolled as a graduate student? YES NO (if not, please submit the online application to the Graduate School.)

Student Signature _____ Date: _____

9. ACADEMIC PROG CHANGE

(Please be as specific as possible)

Current Program/Dept.

New Program/Dept.

Academic Program		
Emphasis		
Degree	Grad Cert. _____ Master of _____ Doctor of _____ EdSp <input type="checkbox"/> Post-bach <input type="checkbox"/>	Grad Cert. _____ Master of _____ Doctor of _____ EdSp <input type="checkbox"/>

To be completed by Academic Program ONLY:

Decision for change of division, program, degree, or emphasis

- Accept requested changes (complete all questions) Deny requested changes (skip to signature)
- Check **ONLY ONE**: This change is to: Replace current degree program Be added to current degree program
 - Reason for requested change (graduation, leaving program, etc.): _____
 - Departmental funding awarded to student: YES (attach award letter if international) NO
 - Advisor: First Name _____ Last Name _____
 - Coursework will be online/through MU Direct YES NO

Signature of New Program's Director of Graduate Studies:

Date:



10. ADVISOR CHANGE

Current Advisor

Requested New Advisor

First Name	Last Name	First Name	Last Name
------------	-----------	------------	-----------

To be completed by Academic Program ONLY:

Complete if only changing advisor

- Accept requested change Deny requested change
- Reason for requested change (change of emphasis, etc.): _____

Signature of Current Program's Director of Graduate Studies:

Date:



Submit original to Graduate Admission, 210 Jesse Hall. Retain copy for departmental records.