

CHANGE OF GRADUATE STATUS REQUEST

School/College of _____

Effective for _____

Term and Year

To the Student: This form is used to change from one graduate program to another or to add a second graduate program. Indicate clearly whether you are changing or adding programs. Please see the Instructions and then complete the top portion of this form.

Student Name _____ I.D. _____
 Last First Maiden/Middle

Address _____
 Street City State Zip Code

Phone (daytime) _____ E-mail _____

Current graduate program or graduate program last attended: _____
 WSU Program Name & Degree Level (PhD, Master's, Graduate Certificate, Non Degree)

I wish to leave my current program and **CHANGE TO** the program below: **OR** I wish to **ADD** a second program to my current program:

_____ *Program Name* _____ *Degree Level (PhD, Master's, Graduate Certificate, Non Degree)*

Student's signature and date: _____

To the School/College Graduate Office: Note that the signature of the Graduate Director of the student's current program is required. Please see the Instructions and then complete the lower portion of this form.

This form prepared by _____ Address _____ Phone _____ Date _____

	CURRENT Program	<input type="checkbox"/> CHANGE TO NEW Program <input type="checkbox"/> ADD NEW Program
Program Code		
Major Name and Code		
Degree Level		
Program Graduate Director's Signature and Date		

Departmental Action: ADMIT REGULAR ADMIT QUALIFIED ADMIT NON-DEGREE DO NOT ADMIT

APPROVED by School/College of NEW Program

Graduate Officer's Signature _____ Date _____

Copies to: Records Office Student School/College Graduate Office Current Program New Program

INSTRUCTIONS FOR COMPLETING A CHANGE OF GRADUATE STATUS FORM

This form is used to request admission to another program by graduate students who have been previously admitted and enrolled as regular graduate students at WSU. This form should not be used for students who were admitted but did not register as graduate students and those who were admitted on a Permit to Register or as Guest students.

To the Student

Be sure to indicate whether you are requesting to change from one program to another or whether you are requesting to add a second program. Indicate the desired term/year.

Submit the form to the School/College Graduate Office of your new program. Many programs require recommendation letters and additional materials as part of their admission process; please submit such materials directly to the new program.

You may need to provide transcripts to accompany this form if you have not been enrolled for more than two years.

To the School/College Graduate Office

- Verify that the student was previously enrolled as a regular graduate student.
- If the student is changing programs, request the student's file from the student's current School/College Graduate Office. If the student is adding a program, request a copy of the file. If the file is no longer available, request transcripts from the student.
- Provide the Program Code, Major Name and Code and Degree Level for both the current and the new programs and indicate whether the student is requesting to change or to add a program. (A listing of these Codes is available via email from the Student Records Office.)
- Send the form to the Graduate Director of the student's current program for signature. The student's current program must be made aware of a request to change a program or to add a second program. The Graduate Director should return the form as soon as possible so the change request can be processed.
- Send the Change of Graduate Status form and transcripts to the new program for an admission decision. The program should return the documents to the Graduate Office for approval by the School/College Graduate Officer.
- The School/College Graduate Office should disperse copies of the approved Change of Graduate Status form to:
 - ▶ the Records Office
 - ▶ the new program
 - ▶ the current program
 - ▶ the student, along with a welcoming letter
 - ▶ the student's file in the School/College Graduate Office of the new program
 - ▶ for international students, the Office for International Students and Scholars