

INSTRUCTIONS FOR GS7 - CHANGE OF DEPARTMENT AND/OR DEGREE PROGRAM (Rev 2/10)

The GS7 is used to change from one department to another or from one degree to another. Students may or may not complete the degree program from which they are changing. If a student has completed all course work for the first degree, is working on research only, and wishes to gain admission to a new department or degree, it is appropriate to process a GS Form 7. See Conditions of Admission below.

Procedures to complete the GS7:

1. Complete the GS7 and state the reason for the change as well as whether the original degree program will be completed. Submit form to department for signatures and processing.
2. Determine if the new department requires that student submit more information prior to consideration.
3. When changing departments you may be required to:
 - a. Request former department to send copies of student file to new department.
 - b. Request an unofficial CSU transcript from the Registrar's Office to be sent to the new department.
4. Once Signatures are obtained, return the completed GS7 to the Graduate School for final approval.
5. **GS7's will not be processed for the current term past census date.**
6. Readmission in the same department: Please note that a GS Form 1B and a \$150 processing fee will be required for those students who have a break in their registration.
7. Readmission to a different department: Please note that a new application and a \$50 processing fee will be required for those students who have a break in their registration.

Conditions of Admission:

It is appropriate to process a GS 7 if a student has completed all course work for the first degree, is working on research only, and wishes to gain admission to a new department or degree. The effective term on the GS7 is the term the student begins to take course work for the new degree program. Unless otherwise stated, the Condition of Admission is that the first degree is completed by the end of the first semester the student takes course work for the new program.

Signatures:

Signatures authorize change and admission to the new program.

Procedures for working on two degrees

The GS7 is to be used only when changing from **one program to another** and should **NOT** be used when working on two degrees simultaneously.

Students who plan to work on a second degree along with the first degree should complete the on-line application for the second department and contact the academic department for their specific requirements. Official transcripts will not be required but the \$50 application fee will be required. If the second department decides to admit, a Notice of Admission (GS Form 2A) is processed in the normal fashion along with a signed statement indicating that both departments agree and are aware that student is working on two degrees and that course work for one degree will not apply to the other degree.