REQUEST FOR CHANGE OF DEPARTMENT AND/OR DEGREE PROGRAM

The GS7 is to be used when changing 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. The GS7 should not be used when working on two degrees simultaneously (refer to “Procedures for working on two degrees” on the Instructions page). You will need to submit a new GS6 Program of Study for the new program you are changing to otherwise a hold will be placed on your registration. Once the GS7 has been approved, your department and you will be notified via your CSU e-mail address. Changing your class code PhD to Masters or Masters to PhD will create a new GPA for the current class at the end of the term.

GS7’s WILL NOT BE PROCESSED FOR THE CURRENT TERM PAST CENSUS DATE.

Student Name: ______________________________________________________________

CSU E-mail Address: _____________________________________

Effective Term/Year ________

Request to change:

FROM a program leading to the degree of: □ Master of: __________ Program Code __________ □ PhD

In the department of: ___________________________ Site Code ___________________________

TO a program leading to the degree of: □ Master of: __________ Program Code __________ □ PhD

In the department of: ___________________________ Site Code ___________________________

Select One:

□ Change is necessary because I am not finishing the degree in which I am currently enrolled in.

□ Change is necessary because I want to graduate with my current degree in my current department. I expect to graduate with the degree on __________ and start new degree on __________.

□ Change is necessary because I am graduating with my master’s degree and then returning to PhD. I expect to graduate with my master’s on __________

□ Other (please explain) ___________________________________________________________________________

Conditions of Admission that must be met during the first semester:

□ Other Conditions: ____________________________________________________________________________

Signatures:

Student ___________________________ Date ___________________________

Advisor of Present Department ___________________________ Date ___________________________

Advisor of New Department ___________________________ Date ___________________________

Department Head of Present Department ___________________________ Date ___________________________

Department Head of New Department ___________________________ Date ___________________________

*Future admission accepted for current or next term only