

Request for Change of Department

Email submission to gradsvcs@lsu.edu.

Directions:

1. Visit the department/school to which you want to transfer so that you can discuss degree requirements and your potential fit in that graduate program.
2. If the department wishes to see your credentials, they should request copies from your current department or request a copy in writing from The Graduate School. The Graduate School does not release records directly to you.
3. If the new department approves your transfer, you and the chair of the new department, as well as your current department chair or graduate advisor, sign this form in the appropriate spaces. You then send this form to The Graduate School, at gradsvcs@lsu.edu. You must submit requests during a regular semester or summer term (not between semesters) if you want them to be effective for the next semester of enrollment. (Example: A request to The Graduate School before fall commencement will be effective for the spring semester.)
4. The Graduate School will process only one request for Change of Degree Program per semester.

To Be Completed by STUDENT and HOME DEPARTMENT:

LSU Student ID

Student's Name

Current Department

Requested Department

Degree to Be Obtained (MS, MA, Ph.D)

Have you ever been suspended or dismissed from any college or university for scholastic or disciplinary reasons? Yes No

Student Signature: _____

Date: _____

Chair or Graduate Advisor Signature: _____

Date: _____

To be completed by REQUESTED DEPARTMENT:

Department

Student's Name

Degree Type (M.S., M.A., Ph.D, etc.)

Curriculum Code (Verify Code with Department)

Chair or Graduate Advisor Signature: _____

Date: _____

For Graduate School Use Only:

Updated by: _____ Date: _____ Sent copies to departments: _____