



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
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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:



Academic Programs: Send approved form as attachment to Graduate Admissions at gradadmin@missouri.

**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.