



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) .

1. Name: _____ Student number: _____
(Last) (First) (Middle) (Maiden or former name)
2. Local mailing address: _____ Telephone: _____
(Street, City, State, Zip)
3. Permanent mailing address: _____ Telephone: _____
(If different) (Street, City, State, Zip)
4. MU campus e-mail address: _____
5. Are you an International Student? ☐ No ☐ Yes: Current Visa Type: _____ Type of Visa requested: _____
6. Term of requested change? (Check one) ☐ Fall ☐ Spring ☐ Summer Year _____
7. Admissions category desired: ☐ Degree-Seeking ☐ Grad Certificate ☐ Post-Bach (non-degree- do not complete questions 10 or 11)
8. 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 ☐ Post-bach ☐

Grad Cert. _____ Master of _____

Doctor of _____ EdSp ☐ Minor

**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

**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.