

# Louisiana State University The Graduate School

## REQUEST FOR CHANGE OF DEPARTMENT

General directions:

1. Visit the department/school to which you wish to transfer to see if you meet their requirements and to determine if they would consider you as a potential graduate student.
2. If the department wishes to see your credentials, they should request copies from your current department or request in writing from the Graduate School. Records will not be released to the student.
3. If the new department approves your admission into their program, you and the chair of the new department as well as, the current department chair or graduate advisor should sign this form in the appropriate spaces below and forward to the Graduate Student Services Office (room 114 David Boyd Hall). Requests must be submitted during a regular semester or summer term (not between semesters) in order to be effective for the next semester of enrollment. (Example: A request received in the Graduate School before fall commencement will be effective for the spring semester.)
4. The Graduate School will inform your former department of the change. As a matter of courtesy, it is suggested that the student discuss this change with their former department chair or graduate advisor to obtain their signature approval.
5. The Graduate School will process only one Request for Change of Department for a student per semester.

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### To be completed by STUDENT and HOME DEPARTMENT:

I, \_\_\_\_\_, \_\_\_\_\_  
Student's name LSUID#

wish to change my department from the department of \_\_\_\_\_  
current department

to the department of \_\_\_\_\_ to obtain a \_\_\_\_\_ degree.  
requested department MS, MA, PhD, etc.

Have you ever been suspended or dismissed from any college or university for scholastic or disciplinary reasons? \_\_\_\_\_

\_\_\_\_\_  
Student's signature Date Signature of \_\_\_\_\_ Chair or Graduate Advisor Date

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### To be completed by REQUESTED DEPARTMENT:

The department of \_\_\_\_\_ approves the admission of  
\_\_\_\_\_ into the \_\_\_\_\_ (\_\_\_\_\_) program.  
student's name MS, MA, PhD, etc. Curriculum code

\_\_\_\_\_  
Signature of Chair or Graduate Advisor date

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### For Graduate School Use Only:

Updated by \_\_\_\_\_ Date \_\_\_\_\_ Sent copies to departments: \_\_\_\_\_