

## 3.10 Change in Degree Level or Program

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Graduate students in good academic standing may change their degree level or degree program after the completion of one semester.

### A. Requirements for Changing Degree Level/Program

1. Graduate students are not required to re-apply to change their degree level or program.
2. Students must consult with their advisors and current Director of Graduate Programs (DGP).
3. The student must sign a [Request for Change of Degree Status or Curriculum](#) form and submit it to the DGP of the program in which the student is currently enrolled.
4. No change in level/program will be effective without the approval of:
  - (a) the DGP of the program in which the student is currently enrolled;
  - (b) the DGP of the new program into which the student is requesting transfer; and
  - (c) the Graduate School. Upon approval of the request, the Graduate School will notify both departments, where applicable, and transfer the student's records to the appropriate department.

### B. Final Semester Transfers

If students request a change in degree level/program in their final semester, the deadline for submission is six weeks after the first day of classes in that semester.

### C. Process for International Students

International students who have had a degree level/program approved must obtain a new I-20 from the [Office of International Services](#). The [U.S. Citizenship and Immigration Services](#) requires a new visa when an academic program changes.