

Section 3: Completed by Department Chair of New Major.

Decision by Chair of New Major

ACCEPT: _____ REJECT: _____

Deficiencies/Firs Year Courses: _____

Financial Assistance Awarded (if applicable):

Scholarship \$ _____ Account No: _____ Graduate Studies Account: [] Yes [] No

Teaching OR Research Assistantship: \$ _____ Number of Months: _____

Graduate transfer credits accepted from other institution(s), if any [limit of 6 Semester Credit Hours]

Graduate transfer credits accepted from prior LU major(s), if any (See regulations below for restrictions) _____

Department Chair Date

College Dean Date

XX

Section 4: Completed by Chair of Current Department:

Chair of Current Department has met with the student and has been advised of the student's intent to change majors. This student has received financial assistance from this department and it may [] OR may not [] be transferred to the new major. This student was awarded a scholarship from the Graduate Studies Account. [] Yes [] No

Chair Comments (if any) _____

Department Chair Date

College Dean Date

XX

Section 5: Must have approval of the Dean, College of Graduate Studies:

Exception to Section 4 granted. [] Yes [] No

Dean, College of Graduate Studies Date

XX

Section 6: International Student Services Office: This form must be returned to our office with all required signatures for the change of major to be completed in SIS, an official acceptance letter issued, and SEVIS Form I-20 issued.

International Student Services Office Date

Applicable Regulations

Written permission of the current major is required unless the Dean of the College of Graduate Studies has met with the student and has granted an exception. New international students may begin the process of changing majors during their first semester but may not actually make the change until their second semester.

Students on academic probation may transfer to a different graduate program with the approval of the chair of the new program but will remain on probation until GPA is 3.0 or better. Students on academic suspension may be admitted to another graduate program only after they have completed their suspension.

Credits from former graduate majors may be applied toward the new degree only with the approval of both the new department chair and the graduate dean. When such transfer credits are applied toward the new degree, they must be part of the new degree's accepted degree plan or be substantially equivalent to courses usually required for the degree. When this is not the case, graduate credits may be transferred from prior majors only when the new degree plan calls for an equivalent increase in the normal number of hours required to complete the degree. For instance, a student with 12 semester hours of non-equivalent credits would need 48 semester hours to complete a 36 semester hour degree plan.

Departmental scholarships are not transferable with a change of major unless the department which initially funded the scholarship agrees to transfer sufficient scholarship funds to the new department.