

Supplemental Information on filing a Change/Add Degree Objective Form

A student who wishes to change his/her objective from that indicated on the original application must follow these procedures:

- 1.) File a Petition to Change/Add Degree Objective at least one quarter before starting the new program. Students who are not enrolled for more than two consecutive quarters must reapply through Admissions to the University.
- 2.) Obtain the signature from the new graduate coordinator to verify acceptance or denial of the student into the program. If approved, obtain the acknowledgement of the current graduate coordinator, new department chair and College Dean. Please note: the new department may request documentation or additional criteria from student to determine admissions decision.
- 3.) Submit Petition to Graduate Studies Office. Graduate Studies Office will forward final approved form to the Registrar's Office.
- 4.) Submit a new Master's contract in the new discipline to the Graduate Studies Office.

A student who discontinues work for a Master's degree in one department to undertake master's work in another department shall replace the first master's program by one in the new field. Degree credit may be transferred from the original program, but the transfer of credits must be approved by student's new department and the Graduate Studies Office.