

CHANGE OF DEGREE FORM

Baylor University Graduate School

This form is for current graduate students who desire to change their degree program, even if the change of degree is under the purview of the same department and Graduate Program Director (GPD). Please complete the four steps below.

STUDENT

Step 1 – To be completed by the student

Last Name: _____ First Name: _____ Middle Initial: _____

Baylor ID# _____

Current Graduate Degree: _____ Major: _____

Desired Graduate Degree: _____ Major: _____

I understand, contingent upon my acceptance into the desired degree, I will give up my current tuition remission and stipend support, and future support will be given at the discretion of my desired degree's GPD. I understand that entry into the desired degree may depend on additional requirements (prerequisites, fees, etc.).

Students Signature: _____ Date: _____

Current GPD's Signature: _____ Date: _____

Note to the GPD of the desired degree:

Included with this form are copies of this student's application, transcripts, letters of recommendation, and other items from the student's previous admission file, as well as his/her current graduate transcript. These are for you to keep and do not need to be sent back to the Graduate School. If you would like more information on this student before making your decision, please contact Alana Schaeper in the Graduate School at Alana_Schaeper@baylor.edu.

GRADUATE PROGRAM DIRECTOR

Step 2 – To be completed by the new degree's GPD

Entry status for desired degree:

- Approved**
 Approved on Probation*

Beginning term for new degree (choose one):
 Spring **Summer** **Fall** 20____

*(*if student is currently on probation, they must be approved on probation)*

- Delay the decision until the following item(s) is/are rec'd:**

_____ **Date Rec'd:** _____

Please notify Alana Schaeper at Alana_Schaeper@baylor.edu of the delay.

- Not Approved**

If approved or approved on probation, you may send the student a letter outlining any additional requirements (prerequisites, fees, etc.) If you choose to send a letter, please include a copy of the letter with this form when returning it to the Graduate School. If any courses are to transfer to the desired degree from the current degree, please include them below.

- Check here if all courses are to transfer**
or list the specific course numbers that are to transfer

Desired Degree's GPD Signature: _____ Date: _____

GRADUATE SCHOOL

Step 3 – Once the previous steps are complete, send to Alana Schaeper in the Graduate School (Alana_Schaeper@baylor.edu) for approval. She will make the updates to the student's record.

Approved _____ **Approved on Probation** _____ **Denied** _____

Alana Schaeper's Signature: _____ Date: _____

Copies to:

- Graduate School – Alana Schaeper**
 Student
 Current Degree's GPD
 Desired Degree's GPD
 Academic Records

Note to current degree's GPD if new degree is under a different GPD: If the above student is leaving his/her current graduate program, please release the student from all research and teaching obligations after the last term of enrollment in his/her current graduate degree. Also, please edit any stipend and tuition authorizations for future semesters for this student.