

# 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: \_\_\_\_\_

### GRADUATE SCHOOL

**Step 2 – Please bring this form to *Sherry Sims in the Graduate School (Morrison Hall, suite 200)*. Ms. Sims will complete the information below and forward this form and copies of your academic record to the desired degree's GPD for review.**

#### To be completed by the Graduate School

Highest earned degree: \_\_\_\_\_ Institution: \_\_\_\_\_ GPA: \_\_\_\_\_

Current Baylor Graduate GPA: \_\_\_\_\_ GRE/GMAT Scores: \_\_\_\_\_

#### 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 should desire anything further from the student before making your decision, please specify in the next section and notify immediately the student and Sherry Sims (x4610) in the Graduate School.

## GRADUATE PROGRAM DIRECTOR

### Step 3 – 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 Sherry Sims at sherry\_sims@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 4 – Once step 3 is complete, bring this form, and any supporting documentation, to *Sherry Sims in the Graduate School (Morrison Hall, suite 200)* for approval. She will make any necessary adjustments to the student record and will distribute copies once a decision has been made.**

**Approved** \_\_\_\_\_ **Approved on Probation** \_\_\_\_\_ **Denied** \_\_\_\_\_

Sherry Sims' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Copies to:

- Graduate School – Sherry Sims**  
 **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.