



Southern University and A&M College

Baton Rouge, Louisiana (SUBR)

Office of Graduate and Professional Studies

APPLICATION FOR A CHANGE IN COURSE OF STUDY

A graduate student who wishes to change his/her major or program must submit a formal application through the Office of Graduate and Professional Studies after receiving approval from the student's **current** department chairperson. The Office of Graduate and Professional School will affirm the student's admission and academic status upon receipt of completed application and process the request provided all supporting documents and approvals are affixed to the application submitted. Upon approval of the student's **new** department chairperson, his/her request is granted.

Students who change program/major should note the following:

- Requests for all changes (including curriculum, program, degree, etc.) must be submitted to the Office of the Graduate and Professional Studies at least one semester prior to the date of graduation.
- A maximum of six credit hours of course work pursued before the change of major/program may be used to satisfy the requirements for the new program, only if those hours are applicable to the new plan of study.
- For graduation and other purposes, students who change major/program, will be evaluated using the Graduate School Bulletin and University policies and regulations that are in force at the time of the change.

Additionally, all students who change their course of study must meet the following conditions:

- Attach to this application an updated official transcript.
- Attach to this application a Statement of Purpose for the new major/program of choice.

Name: _____
(Last) (First) (MI) (Student's S Number)

Mailing Address: _____
(Street) (City and State) (Zip)

Current Course of Study: _____ Degree: _____

Requested Course of Study: _____ Degree: _____

Reason(s) for Change in Discipline:

Student's Name Printed Student's Signature Date

Using the list below check your CURRENT major/course of study

Master's		<input type="checkbox"/>	Rehabilitation Counseling
<input type="checkbox"/>	Biology	<input type="checkbox"/>	School Counseling
<input type="checkbox"/>	Business Administration	<input type="checkbox"/>	Special Education
<input type="checkbox"/>	Computer Science	<input type="checkbox"/>	Speech – Language Pathology
<input type="checkbox"/>	Clinical Mental Health Counseling	<input type="checkbox"/>	Therapeutic Recreation
<input type="checkbox"/>	Criminal Justice	<input type="checkbox"/>	Urban Forestry
<input type="checkbox"/>	Educational Leadership	Doctoral	
<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Doctor of Nursing Practice
<input type="checkbox"/>	Executive Master of Public Administration - Online	<input type="checkbox"/>	Environmental Toxicology
<input type="checkbox"/>	Family Nursing	<input type="checkbox"/>	Nursing
<input type="checkbox"/>	Master of Arts in Social Science	<input type="checkbox"/>	Public Policy
<input type="checkbox"/>	Mathematics and Physics	<input type="checkbox"/>	Science and Mathematics Education
<input type="checkbox"/>	Public Administration	<input type="checkbox"/>	Urban Forestry

Using the list below check your NEW major/course of study

Master's		<input type="checkbox"/>	Rehabilitation Counseling
<input type="checkbox"/>	Biology	<input type="checkbox"/>	School Counseling
<input type="checkbox"/>	Business Administration	<input type="checkbox"/>	Special Education
<input type="checkbox"/>	Computer Science	<input type="checkbox"/>	Speech – Language Pathology
<input type="checkbox"/>	Clinical Mental Health Counseling	<input type="checkbox"/>	Therapeutic Recreation
<input type="checkbox"/>	Criminal Justice	<input type="checkbox"/>	Urban Forestry
<input type="checkbox"/>	Educational Leadership	Doctoral	
<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Doctor of Nursing Practice
<input type="checkbox"/>	Executive Master of Public Administration - Online	<input type="checkbox"/>	Environmental Toxicology
<input type="checkbox"/>	Family Nursing	<input type="checkbox"/>	Nursing
<input type="checkbox"/>	Master of Arts in Social Science	<input type="checkbox"/>	Public Policy
<input type="checkbox"/>	Mathematics and Physics	<input type="checkbox"/>	Science and Mathematics Education
<input type="checkbox"/>	Public Administration	<input type="checkbox"/>	Urban Forestry

Approved Disapproved Signature _____ Date _____
(CURRENT Department Head)

Approved Disapproved Signature _____ Date _____
(NEW Department Head)

Information below is for the Office of Graduate and Professional Studies us only.

Current Admission Status: Regular Conditional Provincial Non-Degree

Current Academic Standing: Good Probation Suspension

Comments: _____

The student's application, admission status and academic status verified by

Director of Admission: _____ Date: _____

Approved Disapproved Signature _____ Date _____

(Dean of Graduate School)

Revised May 2017