



Preparing people to lead extraordinary lives

Request for a Change of Degree-Seeking Status

This form is for students wishing to make a change within a program or department. If a student wishes to change to a new department or free-standing program, **change from a Master's to a PhD Program**, or to move from non-degree to degree-seeking status, the student must go through the Graduate and Professional Enrollment Management (GPEM) department using the Re-Application for Admission form found on The Graduate School website. Any additional materials required for the change of admission must be attached to this re-application form and submitted directly to GPEM.

I. STUDENT INFORMATION (COMPLETED BY THE STUDENT)

Student Name _____ Loyola ID# _____

Permanent Address _____

E-mail address _____ Daytime Phone # _____

I request a change in degree-seeking status in the graduate program in _____
as follows:

- (check one) Certificate to MA MA to Certificate Non-Degree to Certificate
 Non-Degree to MA

I request this change to be effective beginning Term: _____ Year: _____

II. RECOMMENDATION OF THE PROGRAM (COMPLETED BY THE GRADUATE PROGRAM DIRECTOR)

Note: The Program may require of the student additional credentials (e.g., letters of recommendation test scores, transcripts, writing sample) as it deems necessary to make a recommendation. The program should gather these materials directly from the student.

- Recommend approval of change of degree-seeking status
 Do not recommend approval of change of degree-seeking status

Signature: _____

Graduate Program Director

Date

Graduate Program Director: send this form and copies of any required additional credentials (see above) to the appropriate Graduate School Office.

The Graduate School, LSC
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400 Granada Center
Chicago, IL 60660
Telephone: 773-508-3396
Fax: 773-508-2460

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SSOM, Room 400
Maywood, IL 60153
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