

# Louisiana State University The Graduate School

## REQUEST FOR CHANGE OF DEPARTMENT

General directions:

1. Visit the department/school to which you wish to transfer to see if you meet their requirements and to determine if they would consider you as a potential graduate student.
2. If the department wishes to see your credentials, they should request copies from your current department or request in writing from the Graduate School. Records will not be released to the student.
3. If the new department approves your admission into their program, you and the chair of the new department as well as, the current department chair or graduate advisor should sign this form in the appropriate spaces below and forward to the Graduate Student Services Office (room 114 David Boyd Hall). Requests must be submitted during a regular semester or summer term (not between semesters) in order to be effective for the next semester of enrollment. (Example: A request received in the Graduate School before fall commencement will be effective for the spring semester.)
4. The Graduate School will inform your former department of the change. As a matter of courtesy, it is suggested that the student discuss this change with their former department chair or graduate advisor to obtain their signature approval.
5. The Graduate School will process only one Request for Change of Department for a student per semester.

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### To be completed by STUDENT and HOME DEPARTMENT:

I, \_\_\_\_\_, \_\_\_\_\_  
Student's name LSUID#

wish to change my department from the department of \_\_\_\_\_  
current department

to the department of \_\_\_\_\_ to obtain a \_\_\_\_\_ degree.  
requested department MS, MA, PhD, etc.

Have you ever been suspended or dismissed from any college or university for scholastic or disciplinary reasons? \_\_\_\_\_

\_\_\_\_\_  
Student's signature Date Signature of \_\_\_\_\_ Chair or Graduate Advisor Date

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### To be completed by REQUESTED DEPARTMENT:

The department of \_\_\_\_\_ approves the admission of  
\_\_\_\_\_ into the \_\_\_\_\_ (\_\_\_\_\_) program.  
student's name MS, MA, PhD, etc. Curriculum code

\_\_\_\_\_  
Signature of Chair or Graduate Advisor date

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### For Graduate School Use Only:

Updated by \_\_\_\_\_ Date \_\_\_\_\_ Sent copies to departments: \_\_\_\_\_

**REQUEST FOR CHANGE OF DEPARTMENT  
COLLEGE OF ENGINEERING**

***(Application to Engineering Science includes a completed program of study; 18 hours are required after admission into the Engineering Science program)***

Name \_\_\_\_\_ LSU ID# \_\_\_\_\_

**A. Graduate School Form**

Go to the Graduate School website:

<http://www.lsu.edu/graduateschool/current-students/enrolled-student-forms.php> and find the *Request for Change of Department* form (also on Engr.Sci. website). Follow the numbered directions to complete this form. In addition, print out this Engineering form and fill in the section below (The College of Engineering requires that the student notify the current department).

**B. Engineering Science Requirement**

To be completed by **CURRENT DEPARTMENT:**

The department of \_\_\_\_\_ has been notified that the named student wishes to transfer to another department to continue his/her graduate studies. Please put a check mark in the appropriate spaces: This student **(does \_\_\_)** **(does not \_\_\_)** have departmental financial assistance. This assistance **(will \_\_\_)** **(will not \_\_\_)** continue with this change of department.

\_\_\_\_\_  
Signature of Chair or Graduate Advisor

\_\_\_\_\_  
Date

**C. Submit Original**

After signatures of both departments have been obtained, bring the two forms to the Engineering Science office in Room 2228X Patrick F. Taylor Hall, so that a copy can be placed in your file. The original forms must then be turned in at the Graduate School, Room 114 David Boyd Hall (as stated in #3 of the printed instructions).

Revised 02/06/18