This form is to be completed by the graduate advisor or appropriate program representative of the admitting program. This form can be used for two reasons: for processing an admission decision or for changing a student’s application. This form can only be used for an application change for the following reasons: change of admission type (e.g. Conditional to Regular), change of classification (for students regularly admitted into a doctoral program who are completing the required Master’s degree or 30 graduate hours leading toward the desired doctorate), change of degree within the same major (e.g. M.A. in Counseling to M.Ed. in Counseling), or change of major within the same department (e.g. Clinical Psychology to General Psychology). A change of application for all other situations requires the student to submit a new Application for Admission and application fee.

**Banner ID**

**Applicant Name**

**Semester of Application**

**Decision Information –** Please indicate the decision or change.

**Check if Change to**

**Student’s Application**

Degree Sought

Certification

Major      

Cohort      

Admission Type

Classification

Decision / Status

Pending Degree Conferral?

Ugrad Classes Only

**Checklist Waivers –** Please identify any waived application requirements (if applicable).

**Signatures –** Obtain only the signatures required in your respective college.

**Advisor** (COE, CFAMC, CHSS, COS) **Date Student** (if applicable**\***) **Date**

**\***The student’s signature is required on this form for the

**Chair** (CFAMC, CHSS, COS) **Date**  following changes: change of degree within the same major

or change of major within the same department.

**Dean** (COBA, COCJ, CFAMC, CHSS, COS) **Date**

Office of Graduate Studies Use Only GS Processor Date