

# CHANGE OF GRADUATE PROGRAM

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An applicant or student wishing to change a major, concentration, location, or delivery mode (i.e., on-campus, online) or wishing to change to a lesser or equal certificate or degree (e.g., doctoral to master's level) within the same College/School has the following options:

## Applicants

- After submitting an application and prior to receiving an admissions decision, applicants may request a one-time change to an academic program within the same College/School to which they originally applied. Formal requests can be made to either the Office of Graduate Education or to the College/School to which they applied.
- After an admissions decision has been rendered and before the first day of class, a student can request a one-time change to their academic program within the same College/School with approval by the department. A new application, additional supporting materials and/or a new application fee may be required at the department's discretion. Formal requests can be made to either the Office of Graduate Education or to the College/School to which they applied.

*\*If an applicant wishes to change to a program outside of the College/School to which they originally applied or change to a higher-level degree program, then submission of a new application, supporting application materials, and payment of another application fee are required.*

## Current Students

- Starting the first day of class, a student can submit a completed change of graduate program form (found on the OGE website (<https://www.du.edu/graduate-education/current-student-resources/academic-resources/>)) to the Office of Graduate Education. The College/School reserves the right to request that the student submit a full application for admission, including the application fee.
- A student wishing to change to a graduate program outside of the current College/School, or wishing to change to a higher degree (certificate to master's or master's to doctoral), must submit a full application for admission, including the application fee and supporting application materials. A graduate student who wishes to change to another graduate program must be withdrawn/terminated from the program of original admittance and accepted into the new graduate program.

**Note:** *Students in the College of Professional Studies and JD students in the Sturm College of Law do not submit the change of graduate program form to the Office of Graduate Education. Contact the unit for details on this process.*