

# CHANGE OF GRADUATE DEGREE 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 degree program (e.g., doctoral to master's level) within the same School, College, or Division has the following options:

## Applicant:

- After submitting an application and prior to receiving an admission decision, applicants may request a one-time change to an academic program within the same School, College, or Division to which they originally applied. Formal requests can be made to either the Office of Graduate Education or to the School, College, or Division to which they applied.
- After an admission 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 School, College, or Division 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 School, College, or Division to which they applied.
- If an applicant wishes to change to a program outside of the School, College, or Division 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 a new application fee are required.

## Current Student:

- Starting the first day of class, a student can submit a completed Change of Graduate Program form (<https://www.du.edu/graduate-education/current-student-resources/academic-resources/>) to the Office of Graduate Education. The School, College, or Division 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 School, College, or Division, 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 A graduate student who wishes to change to another graduate program must be withdrawn/terminated from the program of original admittance and accepted into the new graduate program.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 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 or details on this process.