

Instructions for Completing a Change of Graduate Status Form

This form is to be used only by graduate students who have been previously admitted and enrolled as regular graduate students at WSU. This form should not be used for students who were admitted but did not register as graduate students and those who were admitted on a Permit to Register or as Guest students.

To the Student

If you want to leave the program you are currently in (or one that you graduated or dropped out from), indicate you are requesting to change from that program to a new one. If you want to add a second program to your current program, indicate you are requesting to add a second program. Indicate the desired term/year.

Submit the form to the School/College Graduate Office of your new program. You may need to provide transcripts from other institutions to accompany this form if you have not been enrolled for more than two years.

Many programs require recommendation letters and additional materials as part of their admission process; please submit such materials directly to the new program.

To the School/College Graduate Office

- Verify that the student was previously enrolled as a regular graduate student.
- If the student is changing programs, request the student's file from the student's current School/College Graduate Office. If the student is adding a program, request a copy of the file. If the file is no longer available, request external transcripts from the student. WSU transcripts are available online through the Banner student information system or STARS.
- Provide the Banner Program Code, Major Name and Code, and Degree Level for both the current and the new programs and indicate whether the student is requesting to change or to add a program.
- Send the Change of Graduate Status form and transcripts to the new program for an admission decision. The program should indicate its decision on the Change of Status form and return the documents to the Graduate Office for final approval.
- Notify the Records Office via email of the addition to or change in the student's status; include the ID number, the Program and Major Codes for the old and new programs and the effective date of the change.
- Disperse copies of the approved Change of Graduate Status form to:
 - ▶ the new program
 - ▶ the current or previous program
 - ▶ the student
 - ▶ the student's file in the School/College Graduate Office
 - ▶ for international students, the Office for International Students and Scholars