



**LOYOLA  
UNIVERSITY  
CHICAGO**

# REQUEST FOR A CHANGE OF DEGREE-SEEKING STATUS

**THE GRADUATE SCHOOL, LSC**  
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## I. STUDENT INFORMATION

(COMPLETED BY THE STUDENT)

Student Name \_\_\_\_\_ ID# or SS# \_\_\_\_\_

Permanent Address \_\_\_\_\_

E-mail address \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

I request a change in degree-seeking status in the graduate program in \_\_\_\_\_ as follows:

(check one)  M.A./M.S. to Ph.D.  Ph.D. to M.A./M.S.

I request this change to be effective beginning Term: \_\_\_\_\_ Year: \_\_\_\_\_

**Note: Students wishing to change from unclassified status to degree-seeking status must use the Office of Graduate Enrollment Management's Application for Readmission form.**

## II. RECOMMENDATION OF THE PROGRAM

(COMPLETED BY THE GRADUATE PROGRAM DIRECTOR)

**Note: The Program may require of the student additional credentials (e.g., letters of recommendation, test scores, transcripts, writing sample) as it deems necessary to make a recommendation. The program should gather these materials directly from the student.**

Recommend approval of change of degree-seeking status

Do not recommend approval of change of degree-seeking status

Signature: \_\_\_\_\_

Graduate Program Director

Date

**Graduate Program Director: send this form and copies of any required additional credentials (see above) to the appropriate Graduate School Office.**