



Preparing people to lead extraordinary lives

# Request for a Change of Degree-Seeking Status

This form is for students wishing to make a change within a program or department. If a student wishes to change to a new department or free-standing program, **change from a Master's to a PhD Program**, or to move from non-degree to degree-seeking status, the student must go through the Graduate and Professional Enrollment Management (GPEM) department using the Re-Application for Admission form found on The Graduate School website. Any additional materials required for the change of admission must be attached to this re-application form and submitted directly to GPEM.

## I. STUDENT INFORMATION (COMPLETED BY THE STUDENT)

Student Name \_\_\_\_\_ Loyola ID# \_\_\_\_\_

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.       M.A./M.S. to different M.A/M.S. within the same department

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

## 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.**

The Graduate School, LSC  
1032 W. Sheridan Road  
400 Granada Center  
Chicago, IL 60660  
Telephone: 773-508-3396  
Fax: 773-508-2460

The Graduate School, LUMC  
2160 South First Avenue  
SSOM, Room 400  
Maywood, IL 60153  
Telephone: 708-216-3531  
Fax: 708-216-5881