



# University of New Hampshire

Graduate School, Thompson Hall, 105 Main Street, Durham, NH 03824-3547

## GRADUATE STUDENT APPLICATION FOR CHANGE IN DEGREE PROGRAM

Student Name: \_\_\_\_\_  
Last First Middle Student ID Number

Degree: \_\_\_\_\_ Program: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Include Area Code)

Forwarding Address (If other than above): \_\_\_\_\_

Current Program: \_\_\_\_\_ Proposed Program: \_\_\_\_\_

Change is Requested for: \_\_\_\_\_ 20 \_\_\_\_\_

Please note that if you plan on completing your current program before starting a new one then you can't use this form. Instead you will need to submit a new application. See the back page for further instructions.

Are you currently enrolled?  Yes  No If no, when were you last enrolled? \_\_\_\_\_

If applicable, list the two individuals (normally UNH Faculty) who have been asked to submit letters of reference (refer to instruction sheet):  
\_\_\_\_\_

Please provide a brief statement of your reasons for requesting a change in your degree program.

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



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## CHANGE IN DEGREE INSTRUCTION SHEET

An enrolled student who wishes to pursue a degree program without finishing their current program and other than the one for which admission was granted, must submit an application for the new program as outlined below:

### I. CHANGES WITHIN THE SAME PROGRAM

An Application for Change in Degree Program is required for students wishing to change programs within the same department

**Ph.D. to Master's** - Complete the application for Change in Degree Program and return the form to the Graduate School.  
**Master's to Master's; Ph.D. to Ph.D.** - Complete the Application for Change in Degree Program and return the form to the Graduate School. Note: If there are different requirements for admission for programs within the same department (i.e. entrance exams), the requirements for the new program must be submitted. Letters of recommendation may also be required.

**Master's to EDS; Master's to Ph.D.** - Complete the Application Change in Degree Program and return the form to the Graduate School. Two letters of recommendation from faculty at UNH are required. One of the letters will normally be from your current advisor. GRE's, general and/or subject, will be required if applicable and are not already on file at the Graduate School.

### II. CHANGES TO A DIFFERENT DEPARTMENT

A change in degree form is also required for students wishing to change to a program that is housed in a different department. Two new letters of recommendation from faculty at UNH are required. One of the letters will normally be from your current advisor. Transcripts and test scores on file at the Graduate School will be added to your change of degree application. Entrance exams (GRE, general and/or subject, GMAT, etc.), if not already on file at the Graduate School, will be required if applicable for the new program to which you are applying. Recommendations on file at the Graduate School as part of your original application will be included only at your request.

### III. IF COMPLETING YOUR EXISTING PROGRAM FIRST

If you plan on completing your existing program before starting the new one do not use this form. Instead you need to submit a new application. See step II above for requirements. If you are a current student continuing on to a new program then the application fee will be waived.

**III. DEADLINES:** Fall Semester: July 1 (April 1 recommended); Spring Semester: December 1; Summer Semester: April 1

### IV. COURSEWORK

Courses taken while enrolled in a program in which a degree was awarded count as part of that degree record even if the credits are over and above the minimum number of credits required for the degree.

Change in degree within same department - In general, courses taken and approved for one graduate program can apply to the course requirements (credit hours) of the new program, provided a degree is not being awarded in the program in which you are currently enrolled.

Change in degree to a different department - Normally, a maximum of 12 credits taken prior to admission to the new program can be applied to the new graduate program, provided a degree is not being awarded in the program in which you are currently enrolled.

### V. NOTIFICATION

You will be notified in writing by the Graduate School once a decision has been reached.