

Shepherd University - School of Graduate Studies

ACADEMIC CHANGE FORM

Date: _____ Current Degree Program: _____

Student Name: _____ Student ID: _____

TO ADD/CHANGE GRADUATE DEGREE or CERTIFICATE

For an add/change of DEGREE or CERTIFICATE, complete this form, secure signatures of appropriate PROGRAM COORDINATOR and Dean of College, and then sign the form. *Students changing to the MAT program must also pay a nonrefundable \$20 Transcript Analysis fee at the Business Office.

Note: Once suspended from a graduate program, a student may not enroll in any other graduate program at Shepherd University without explicit permission from the Graduate Council.

ADD/CHANGE Degree, Certificate, or Concentration to: _____

Change is not official until the School of Graduate Studies has confirmed new admissions materials have been received and reviewed. Students changing degree programs are required to adhere to the new catalog requirements.

CURRENT CATALOG YEAR: _____ (*To be completed with Program Coordinator.*)

NEW ADVISOR: _____

Have you applied for graduation? _____ If so, for what term? _____

APPROVAL SIGNATURES

I UNDERSTAND THAT I MUST ADHERE TO ALL REQUIREMENTS OF THE NEW DEGREE IN THE CURRENT CATALOG.

Student: _____ Date: _____

Program Coordinator (New Program): _____ Date: _____

11.12.25