



**LOYOLA
UNIVERSITY
CHICAGO**

REQUEST FOR A CHANGE OF DEGREE-SEEKING STATUS

THE GRADUATE SCHOOL, LSC
6525 Sheridan Road
Chicago, IL 60626
Telephone: 773.508.3396
Fax: 773.508.2460

THE GRADUATE SCHOOL, LUMC
Maguire Center, Room 2897
2160 South First Avenue
Maywood, IL 60153
Telephone: 708.216.3531
Fax: 708.216.6505

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. Certificate to M.A. M.A. to Certificate

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.