WHEATON COLLEGE
GRADUATE SCHOOL
For Christ & His Kingdom

GRADUATE STUDENT
CHANGE OF DEGREE FORM

Instructions for Student:
1. Complete top half of this form.
2. Include a short essay explaining your thought process and reason for requesting a change in degree program.
3. Include a transcript of your Wheaton graduate coursework so far (either official or unofficial).
4. Meet with Student Financial Services to discuss what your aid package might be if your change is approved.
5. Return to the Registrar's Office in SSB 222 or Registrar@wheaton.edu.

Name _____   Student # _____   Date _____

Email _____   CPO _____

Current Degree Program: _____   Expected Graduation Date?   20____

Degree to which you are applying:_____

Requested New Degree Advisor (if desired*) _____

*Note: New advisor requests are not guaranteed due to existing advising load or other departmental responsibilities.

_____   _____
Student Signature   Date

_____   _____
Signature of Current Advisor   Date

_____   _____
Signature of Graduate Student Life, if International Student   Date

_____   _____
Signature of BGC Scholarship Coordinator, if BGC Scholar   Date

Instructions for Graduate Records Analyst and Academic Advisor:
1. Schedule appointment for new department to view file.
2. Provide this form and packet (essay, transcript) to new department for review.

ACTION TAKEN BY NEW DEGREE PROGRAM

Accepted into new degree? ☐ Yes   ☐ No   Date accepted into new degree _____

New Advisor _____   Office _____

Office Hours _____

_____   _____
Signature of Department Chair/Program Director   Date

Please see your new advisor for counseling and approval of your academic program.

Instructions for "New Degree Program" Office Coordinator:
1. Complete section above.
2. Scan/save a copy for department file.
3. Submit to Registrar's Office, who will program the change into Banner. Send to Registrar@wheaton.edu.

Instructions for Graduate Records Analyst and Academic Advisor in the Registrar's Office:
1. Send a copy of completed form to student and new program for their records.
2. Send notifications to old program, as well as Graduate Student Life and BGSC (if necessary).
3. Process request in Banner.
4. Upload to student file.