



College of Graduate Studies
**REQUEST TO ADD-OR-CHANGE
GRADUATE PROGRAM**

Instructions: Complete all required fields below and submit the form to the proposed graduate department for review. Once a decision is made, forward the signed form to the College of Graduate Studies (COGS) for processing. Please note:

- Forms signed by departments outside the proposed program or missing the "Department Use Only" signature will not be accepted.
- Your academic history will be reviewed to determine eligibility for the proposed program.
- You will be notified of the decision via your University student e-mail. The department's decision is final and cannot be appealed.
- Completing coursework in a new concentration does not result in a second degree or diploma.
- Graduate Assistants must consult with their GA Supervisor before changing programs or concentrations, as it may affect their assistantship (as outlined in GA Agreement, see #7).

Graduate Student Information			
Last Name:	First Name:	MI:	
Banner ID #:	Telephone #:		
Street Address:	City:	State:	Zip:
APSU e-mail address or alternate email address:			

Current Academic Program of Study:	
Program:	Concentration (if applicable):
Proposed Program Request: (please check one)	
<input type="checkbox"/> Add Graduate Program/Concentration	<input type="checkbox"/> Change Graduate Program
Program:	Concentration (if applicable):

Student Signature: _____ Date: _____

DEPARTMENT USE ONLY:	
<input type="checkbox"/> Admitted	<input type="checkbox"/> Denied
GPA: GRAD: _____ UG: _____ Test Scores: GRE: V _____ Q _____ W _____ GMAT: _____ Other: _____	
Department Chair/ Grad Coordinator:	Date:
Comments:	

COGS USE ONLY:	
<input type="checkbox"/> Concur	<input type="checkbox"/> Non-Concur
Dean Signature:	Date:
Registrar's Office:	Date: