



## Procedures for Students Requesting to Change Graduate Programs/Tracks

A graduate student wishing to transfer from one program/track to another at Luddy School of Informatics, Computing, and Engineering should understand that ***this request is not automatic, nor guarantees admission to the new program/track. The purpose of completing this form is to gain preliminary approval from the departments to proceed with the application.***

Students will be required to submit a one-page justification letter explaining why they want to change programs/track. This will be forwarded to the department/program you wish to change to.

**If you are receiving funding, please note that funding may not transfer from one department or program to the next. It is important that you speak with your graduate advisor/director about this before you proceed with the formal request.**

Steps:

1. A student wishing to change program plans/track should complete the Program or Track Change Form.
2. The student is responsible for meeting with and gaining signatures from their advisors, program/track directors, and Directors of Graduate Studies (if applicable). ***Forms submitted without signatures will be sent back to the student and may delay process.***
3. The student should prepare a one-page justification letter explaining why they wish to change programs; and this should be submitted along with their change request form. Student submits completed forms to Graduate Admissions: [GoLuddy@iu.edu](mailto:GoLuddy@iu.edu).
4. Student is required to submit a new IU GRAD CAS application and should email [GoLuddy@iu.edu](mailto:GoLuddy@iu.edu) to request an invitation code. Once the application is submitted and processed by Graduate Admissions staff, it will be sent to the department for formal review.
5. The new department will confirm their decision with the Graduate Admissions Office. If the student is approved to change programs, the Graduate Admissions Department will prepare a new admission letter indicating the change and the term the change will take effect. The new admission letter will be sent to the student, Graduate Studies Office, appropriate faculty (DGS & Track Coordinator), Luddy Finance Office and the Office of International Services (OIS) if applicable. The admit letter will trigger Student Services to discontinue the previous program plan. Student Services will upload documents into the AdRx student system. If denied, a denial letter will be sent to the student and Graduate Studies Office.



## Program or Track Change Form-MS & Ph.D. Degrees

Student's Name: \_\_\_\_\_ IU ID# \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Department: \_\_\_\_\_

Current Program Plan: \_\_\_\_\_

Program/Track I wish to change to: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Students should submit a one-page justification explaining why they wish to change programs/tracks.**

**It is the student's responsibility to meet with and gain signatures from their current department. This includes the current faculty advisor (For MS programs, this is typically the Director of Graduate Studies), program and track directors and /or the Director of Graduate Studies. In some circumstances, the same person might serve as both an advisor and DGS.**

### Approvals:

Current Faculty Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Program/Track Director's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

Current Director of Graduate Studies' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If Applicable

### Approvals:

**Students should set up a time to speak with the new department/program-track director so ensure that they are a good fit for the program they want to apply to. PhD students should inquire about funding considerations as funding typically does not transfer to another department.**

New Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Program/Track Director's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

New Director of Graduate Studies' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If Applicable

**Please submit completed form and justification letter to [GoLuddy@iu.edu](mailto:GoLuddy@iu.edu)**