



WILLIAM & MARY

Graduate Arts & Sciences

Change of Status Form

Use this form to make any changes to your status as a graduate student in A&S (e.g., from full-time to part-time status; from a doctoral program to a terminal master's program). This form is only to be used for status changes made within the same graduate program, not for instances in which the student will transfer from one A&S graduate program to another.

Instructions

Signature required before returning the form:

- Student;
- Director of Graduate Studies in the student's graduate program.

Deadline: ongoing, but by the last day of classes for the semester.

Return form by email to the Office of Graduate Studies (dean-gsr@wm.edu). Use your W&M email account when submitting forms to the OGS.



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OFFICE OF GRADUATE STUDIES
Blow Memorial Hall (Suite 326), 262 Richmond Road
757-221-1966 | dean-gsr@wm.edu

Change of Status

Student's Name: _____ Banner ID #: _____

Student's Dept/Program: _____

Type of Status Change (please check one):

- ☐ From non-degree seeking to regular graduate ☐ From part-time to full-time
☐ From full-time to part-time ☐ M.A. to M.S. ☐ M.S. to M.A. ☐ M.S./Ph.D. to M.S.
☐ M.A./Ph.D. to M.A. ☐ Ph.D. to M.S. ☐ Ph.D. to M.A. ☐ M.S. to M.S./Ph.D. ☐ M.A. to M.A./Ph.D.
☐ Other (describe): _____

Reason(s) for Change of Status (if applicable):

- ☐ Financial resources not adequate ☐ Conflict with employment ☐ Uncertainty of objectives
☐ Dissatisfaction with academic progress ☐ Family or other personal concerns
☐ Other (please describe): _____

Student Signature

Date

The Department/Program has indicated below whether or not courses should be counted toward the degree of (choose one):

- ☐ M.A. ☐ M.S. ☐ M.P.P. ☐ Ph.D.

Course CRN#	Dept. or Program	No. & Section	Semester Year Taken	Grade	Credits	Credit Toward Degree? YES No

Director of Graduate Studies: Print Name | Signature

Date

Investment in student: \$ _____ Effective Date for Change of Status: _____

Vice Dean for Research and Graduate Studies Signature

Date

Distribution: ☐ Department/Program ☐ Student ☐ Reves Center (if applicable)