LAS Graduate Program Change Application
Graduate Director Instructions

Below are instructions for LAS Graduate Program directors on how to navigate the LAS Graduate Program Change web application after they have been notified via email of a new request.

Once a student has submitted a Program Change request, the director of the requested program will receive an email notification letting them know that a student has requested to be transferred into their department. In order to view the request, the director will log into the Program Change system (https://lascollege.depaul.edu/ProgramChange) using his or her Campus Connect credentials.

Once into the system, the director will see all Program Change requests pertaining to their program:

DEPAUL   LAS Graduate Program Change

Apply   Review   Zach Freeman Log Out

Review by Quarter	Join during	First Name	Last Name	Current Program	New Program
All					
2013-2014 Summer					
Awaiting Completion (3 Items)					
	2013-2014 Summer	Zach	Freeman	MA-Interdisciplinary Studies	MA-Liberal Studies
	2013-2014 Summer	Julie	Torkelson	MA-Writing and Publishing	MA-English
	2013-2014 Summer	Linda	Greco	MA-English	MA-Writing and Publishing
Complete (2 Items)					
	2013-2014 Summer	Zach	Freeman	MA-Writing and Publishing	MA-English
	2013-2014 Summer	Linda	Greco	MA-English	MA-Writing and Publishing
Denied (1 Item)					
	2013-2014 Summer	Julie	Torkelson	MA-English	MA-Writing and Publishing
Pending Decision (4 Items)					
	2013-2014 Summer	Linda	Greco	MA-English	MA-Writing and Publishing
	2013-2014 Summer	Julie	Torkelson	MA-English	MA-Writing and Publishing
	2013-2014 Summer	Zach	Freeman	MA-Writing and Publishing	MA-English
	2013-2014 Summer	Zach	Freeman	MA-English	MA-Writing and Publishing

In order to review an individual request, the director can click on the row of the request they'd like to review. This will open a new window (shown below) with further information, including the student's personal statement (if required) and any required documents that the student uploaded when they submitted their request.

To access these documents in a zip file, click the "Download Documents" button.

To leave a comment regarding the student's request, enter text into the "Internal Comments" textbox (these comments will only be viewable by the program director and the graduate office).

Once all documents have been reviewed and a decision has been reached, the director can then click either "Approve" or "Deny" to complete their part of the process.

Approved requests go on to the Graduate Office for processing while Denied requests go back to the student, letting them know that their request has been denied.