

LEWIS & CLARK
GRADUATE SCHOOL OF EDUCATION AND COUNSELING
DEPARTMENT OF COUNSELING, THERAPY, AND SCHOOL PSYCHOLOGY

Student Name: _____

LC ID#: _____

Phone: _____

Email: _____

Students occasionally find that their professional direction changes so significantly during their training that they consider applying for admission to another program within the Department of Counseling, Therapy, and School Psychology. The following steps must be followed in order to ensure that decisions about program changes are made as carefully as possible. Allow at least *two months* prior to the next semester for this process. Note: *Program changes are typically not allowed once practicum has begun.*

1. Submit a letter, along with this form, to the CTSP office explaining why you want to pursue a different degree (e.g., philosophy of practice, future clients, etc.). This will be given to the director of the program you hope to enter.

2. Meet with the program director of the program you want to enter. Submit any additional letters of reference or information requested by the program director to the Counseling, Therapy, and School Psychology office. Listed below is the additional information you need to provide:

3. Your request will be considered by the relevant program team and you will be informed of the decision as soon as it is made.

☐ For Immediate Review

☐ For Review in Next Admissions Cycle

Program Change Requested:

Current Program: _____

Applying To: _____

Student Signature: _____ Date: _____

Program Change Approved: ☐ **Yes** ☐ **No**

New Program Director Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Admission Committee Confirmation Signature: _____ Date: _____