

3.10 Change in or Degree Level or Programs

A. Requirements for Transferring Curricula or Programs

B. Final Semester Transfers

C. Process for International Students

Graduate students may change their degree level or degree program after the completion of one semester and provided that they are in good academic standing.

A. Requirements for Changing Degree Level/Programs

1. Graduate students are not required re-apply to change their degree level or program.
2. Students must consult with their advisors and current Director of Graduate Programs (DGP).
3. The student must sign a [Request for Change of Degree Status or Curriculum](#) form and submit it to the DGP of the program in which the student is currently enrolled.
4. No change in level/program will be effective without the approval of:
 - o (a) the DGP of the program in which the student is currently enrolled;
 - o (b) the DGP of the new program into which the student is requesting transfer; and

1. (c) the Graduate School. Upon approval of the request, the Graduate School will notify both departments, where applicable, and transfer the student's records to the appropriate department. The program that initially admitted the student is under no obligation to permit a student to transfer to another program.

B. Final Semester Transfers

If students request a change in degree level/program in their final semester, the deadline for submission is six weeks after the first day of classes in that semester.

C. Process for International Students

International students who have had a degree level/program approved must obtain a new I-20 from the [Office of International Services](#). The [U.S. Citizenship and Immigration Services](#) requires a new visa when an academic program changes.

Formatted: Highlight

Deleted: Transferring ...Change in urricula

... [1]

Formatted

... [2]

Deleted: A s...udents enrolled in the Graduate School ...ay change his or her...heir degree level or degree program as long as the request for transfer is made while the students is registered in the program to which the student was admitted...fter the completion of one semester and the student is in...rovided that they are in good academic standing. Specific requirements for transfer must be followed as set out below.

... [3]

Deleted: Transferring ...hanging Curricula...egree Level/ or

... [4]

Deleted: A ...aduate students admitted to the Graduate School is...re not required to file a new...e-application...to change his or her ...heir degree level or curriculum

... [5]

Deleted: The s...udents must request a change of degree level or curriculum in ...onsultation...with his or her their advisors and/or his or her

... [6]

Deleted: transfer

Deleted: -

Formatted: List Paragraph, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Moved (insertion) [1]

Deleted: Dean...raduate School will notify both departments, where applicable, and transfer the student's records to the appropriate department. No transfer is effective until the Dean approves the re

... [7]

Formatted: Font:(Default) Times New Roman, 12 pt

Deleted: Where appropriate, the Dean of the Graduate School will issue a [Request to Transfer Student Records](#) between graduate programs.

Formatted: Font:(Default) Times New Roman, 12 pt

Deleted: a ...tudents requests...a transfer...hange in degree level/program in their final semester, the deadline for submission of a request for a change in curriculum or degree level ...s six (6) ...eeks after the first day of classes in that semester. The student must submit a written request for transfer to the DPG for approval. If the DGP approves the request, the DGP must then submit the request to the Dean of the Graduate School.

... [8]

Moved up [1]: Upon approval of the request, the Dean will notify both departments and transfer the student's records to the appropriate department. No transfer is effective until the Dean approves the request.

Deleted: Curriculum/degree changes for international students involve a more lengthy administrative process...nternational sS...udents who have had aa new curriculum/...egree level/program approved must obtain a new I-20 from the [Office of International Services](#). The [U.S. Citizenship and Immigration Services](#) requires a separa

... [9]

Transferring

Transferring

Highlight

Highlight

A s

A s

A s

A s

A s

A s

Transferring

Transferring

Transferring

A

1.

A

2.

A

3.

A

4.

A

5.

Page 1: [5] Deleted	Peter J Harries	1/15/16 2:10 PM
---------------------	-----------------	-----------------

A

6.

Page 1: [6] Deleted	Peter J Harries	1/15/16 2:11 PM
---------------------	-----------------	-----------------

The s

7.

Page 1: [6] Deleted	Peter J Harries	1/15/16 2:11 PM
---------------------	-----------------	-----------------

The s

8.

Page 1: [6] Deleted	Peter J Harries	1/15/16 2:11 PM
---------------------	-----------------	-----------------

The s

9.

Page 1: [6] Deleted	Peter J Harries	1/15/16 2:11 PM
---------------------	-----------------	-----------------

The s

10.

Page 1: [6] Deleted	Peter J Harries	1/15/16 2:11 PM
---------------------	-----------------	-----------------

The s

11.

Page 1: [7] Deleted	Peter J Harries	1/15/16 2:20 PM
---------------------	-----------------	-----------------

Dean

1.

Page 1: [7] Deleted	Peter J Harries	1/15/16 2:20 PM
---------------------	-----------------	-----------------

Dean

2.

Page 1: [8] Deleted	Peter J Harries	1/15/16 2:20 PM
---------------------	-----------------	-----------------

a

3.

Page 1: [8] Deleted	Peter J Harries	1/15/16 2:20 PM
---------------------	-----------------	-----------------

a

4.

Page 1: [8] Deleted	Peter J Harries	1/15/16 2:20 PM
---------------------	-----------------	-----------------

a

5.

Page 1: [8] Deleted	Peter J Harries	1/15/16 2:20 PM
---------------------	-----------------	-----------------

a

6.

Page 1: [8] Deleted	Peter J Harries	1/15/16 2:20 PM
---------------------	-----------------	-----------------

a

7.

Page 1: [8] Deleted	Peter J Harries	1/15/16 2:20 PM
---------------------	-----------------	-----------------

a

8.

Page 1: [9] Deleted	Peter J Harries	1/15/16 2:24 PM
---------------------	-----------------	-----------------

Curriculum/degree changes for international students involve a more lengthy administrative process.

Page 1: [9] Deleted	Peter J Harries	1/15/16 2:24 PM
---------------------	-----------------	-----------------

Curriculum/degree changes for international students involve a more lengthy administrative process.

Page 1: [9] Deleted	Peter J Harries	1/15/16 2:24 PM
---------------------	-----------------	-----------------

Curriculum/degree changes for international students involve a more lengthy administrative process.

Page 1: [9] Deleted	Peter J Harries	1/15/16 2:24 PM
---------------------	-----------------	-----------------

Curriculum/degree changes for international students involve a more lengthy administrative process.

Page 1: [9] Deleted

Peter J Harries

1/15/16 2:24 PM

Curriculum/degree changes for international students involve a more lengthy administrative process.

Page 1: [9] Deleted

Peter J Harries

1/15/16 2:24 PM

Curriculum/degree changes for international students involve a more lengthy administrative process.