

# **Declaration or Change of Major or Program**

A provisional or regular graduate student who wishes to change to a program other than the one of original admission must make the request in writing to the main campus Admissions Office or to his/her site director. The student's graduate record will be examined to ascertain what, if any, other supporting credentials must be submitted (e.g., test scores, letters of recommendation) prior to consideration for admission to the new program. If it is determined that no other supporting credentials are necessary, the student's record will be submitted to the graduate program director of the new program, with a request for consideration of admission. The student will be notified in writing of the decision. If not admitted to the new program, the student will be retained as a provisional or regular student in the original program.

When the new program requires other and/or additional supporting credentials, the student must submit these before consideration can be given to the change.

Credits earned toward a degree or certificate for the original program may or may not be accepted by the director of the new graduate program. All grades earned in the original program remain on the student's transcript but only grades of B or higher are used to compute the GPA in the new program.