

## Change of Degree Program

A graduate student who wishes to change from their current degree program to a new degree program must complete the Request for Change of Status form.

If a doctoral student fails to pass or complete a particular degree requirement, the student's committee may recommend the student apply to transfer to a master's or educational specialist (EDS) degree program. The student's graduate record will be examined to determine which additional supporting credentials must be submitted (e.g., test scores, letters of recommendation) prior to consideration for admission to the new program. If the new program requires additional supporting credentials, the student must submit these before consideration can be given to the request. If it is determined that no additional 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 graduate program director's decision. If the student is admitted to the new program, the Graduate Program Director of the initial program will be notified. Graduate credits earned toward a degree or certificate from the initial program may or may not be accepted by the Director of the new graduate degree program. When a change of degree program occurs, a student may request an adjustment to their GPA for the new degree program using the Request for GPA Adjustment Following Change of Program form. If the adjustment is approved, all grades earned in the original degree program remain on the transcript, but only grades of B or higher will be used to compute the GPA for the new degree program.

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**Deleted:** All grades earned in the original program will remain on the student's transcript but only grades of B or higher, if accepted, may be used to compute the GPA in the new program. In such cases, the dDirector of the new graduate program will request that the Office of the University Registrar adjust the student's record.¶

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