



Policy Directory

Responsible Division: Academic Affairs
Responsible Office: Graduate Studies
Issue/Revision Date: 12/01/2017

Policy Title: Change of Program

Policy: *The Graduate School policy on Change of Program* contains the policies and regulations of the Alcorn State University Office of Graduate Studies. This policy has been established by the Graduate School Graduate Council to ensure consistent standards across Graduate programs.

CHANGE OF PROGRAM

Students requesting a program change should complete a new application for the respective program. All applications are accessible on the Graduate Studies webpage by clicking the link Apply Online. If previous application documents are on file, are current, and meet required documents for change in program, they will be added to the applicant's new admission packet. The student will receive notification of additional documents needed to complete his/her admission file for the change in program. The application packet will be submitted to the appropriate department for an admission decision. A student's record is updated in Banner if admitted to the new program.

If a student is on academic probation, he or she must improve the cumulative grade point average in the current program to be in good academic standing before applying for a new program. Once the academic probation is satisfied, the application packet will be submitted to the department for an admission decision.

The department will make an admission decision to admit or deny the student. The Office of Graduate Studies will notify the student in writing of the admission decision.

Students must make sure during advisement that a new Degree Plan is assigned for the change in program.