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The Office of the Dean, Graduate and Professional Studies requests that GPSC review the business practice used when students change either their career level (UGRD to GRAD/Professional or vice versa), program (college) or plan (degree objective). Although the Graduate Catalog does not address changes in career or program, it currently states that students may change degree objectives (plans) through use of a general petition. When this method is used, it is unclear if the student is thoroughly reviewed by the new academic program (who may have different admissions requirements), or if the student receives accurate advice from both the department s/he is leaving as well as the department to which s/he is moving. In addition, some departments that are losing a student are not aware of the change. Finally, the student is not counted as a new applicant into the new plan.

Because of the increased emphasis on accurate reporting of students entering each program/plan and the need for careful admissions review and academic advising, GPS is requesting that Council consider the use of a new admissions application for each plan or program/plan change. The department/program to which the student is applying may waive the application fee, if desired.

GPSC 6557

The Sub-committee recommends the following:

1. When students use general petitions to change departments or programs, the petitions should be signed by the graduate director or chair in both the "departing" and the "receiving" department/program.

*Explanation: It is important that both departments are aware when students make such changes.*

2. General petitions **SHOULD** be used for students who switch degree objective within the same program at the graduate level. This is a continuation of the current practice.

*Explanation: It is quite common to have students switch from MA to PhD objective or vice versa. To make this change by petition, they must have the permission of their departments. It would make no sense for them to formally re-apply, and it would create unnecessary additional paperwork for departments.*

3. General petitions should **NOT** be used for students wishing to change level from UGRD to GRAD.

*Explanation: There are different University-level requirements for admissions at each level. Students who want to make that switch **SHOULD** need to apply.)*

- Motion  
adopt & put in catalog