

PLAN (ACADEMIC PLAN) CHANGES AT THE GRADUATE LEVEL

Students should follow these admissions processes when making a change in a graduate program:

1. RETURN TO SAME PLAN (Academic Plan) if the student previously attended at the GR level but did not graduate:
 - I. Attendance interrupted less than 3 consecutive semesters (including summer)
Enroll with Advisor or through Shopping Cart
 - II. Attendance interrupted 3 or more consecutive semesters (including summer)
Submit readmission application through RO Website, however Department can request a new graduate application be submitted.
2. CHANGE TO DIFFERENT PLAN (Academic Plan) IN SAME OR DIFFERENT DEPARTMENT if the student is currently attending, previously attended or graduated from degree at the GR level
 - I. *Complete new application on Admissions website selecting new major*
3. CHANGE TO DIFFERENT PLAN (Academic Plan) AFTER APPLYING OR BEING ADMITTED TO A PLAN (Academic Plan) at the GR level if the student never attended
 - I. If the new application semester is within one year of the admission semester of the original application
Department: Request a plan change via Internal Request Form in Slate through the Office of Admissions
 - II. If the new application occurs beyond one year of the admission semester of the original application
Submit a new application and application fee
4. Applying to Certificate Program without admission to a degree program
 - I. Submit a new application and application fee
5. Applying to Certificate Program while in a degree program
 - I. No application and fee required if student is in a graduate program and the courses taken for the certificate are also required for their program of study.