

Policy Number: 02-70-025

Policy Title: Change in Major or Degree Objective

Effective Date: November 15, 2013

Page 1 of 2

1. **Policy Statement**

Academic programs make all decisions about change of degree objective or addition of degree objective. A student who wishes to change his/her field of study or degree objective must request to do so using a general student petition form. Programs have the discretion to require a full admissions application from a student requesting a new or additional degree objective.

Currently enrolled graduate students who wish to change or add a degree objective must request the change or addition of degree objective. The student's graduate program must either approve or deny the request. There are several reasons for changes in degree objective:

- A student admitted to a certificate program wishes to obtain a master's degree;
- A student admitted to a master's degree program wishes to obtain a doctoral degree;
- A student admitted to a doctoral program wishes to obtain a terminal master's degree;
- A student admitted to a doctoral degree program wishes to obtain a master's in addition to the doctoral degree; or
- A student admitted to a doctoral degree program wishes to change their major to another approved major in that program.

Currently enrolled students who wish to change to a different program in a different school, add a degree objective in a different school, or change their campus of enrollment must complete and submit an application for admission. The program offering the new degree must either approve or deny the application. There are several reasons for changes in school, campus location, or delivery method:

- A student admitted to a degree program on the Portland campus wishes to obtain the degree on another campus or through on-line delivery option; or
- A student admitted to a doctoral degree program in one school wishes to obtain any degree in another school in addition to the doctoral degree.

Students wishing to obtain a master's degree are subject to the policies and deadlines regarding advancement to candidacy for the master's degree.

2. **Definitions**

N/A

3. **Responsibilities**

The signature of the program director in the present program and approval of the proposed graduate program director is required. The student is responsible for providing copies of official university transcripts, admission test scores, letters of recommendation and work samples as required.

The proposed graduate program may review a student's petition as thoroughly as it does applications for admissions.

4. **Procedures**

A student may petition for change in degree objective by using the petition for Change/Addition of Degree Objective Form on the Registrar's Website.

In all cases, the petition should state the requested change and bear the signature of the graduate advisor. For changes to be effective for a given quarter, petitions must be submitted and approved by the first day of that quarter.

Implementation Date: August 4, 2013

Revision History: November 15, 2013

Related Policies and Procedures: N/A

Responsible Office: Office of the Registrar, 503-494-7800

Supersedes: CAP Policy 2-01-1113

Key Words: Degree change, Registrar, Change in major