Policies of the University of North Texas Health Science Center	Chapter 07 – Student Affairs, Education, and Funding
07.607 SPH - Change of Department/Concentration Area	

Policy Statement.

Students who wish to change departments or their area of concentration must submit a Change of Degree Program, Concentration or Advisor Form, a new statement of professional goals and an optional resume to the Office of Student and Academic Services.

Application of Policy.

All School of Public Health students

Definitions.

1. Statement of Professional Goals – a one to two page document outlining student's professional goals as it pertains to the student's area of concentration

Procedures and Responsibilities.

Procedure / Duty	Responsible Party
1. A form must be submitted to the Office of Student and Academic Services	Student
2. Student must submit a $25 processing fee when filing a Change of Degree Program, Concentration or Advisor form	Student
3. The Office of Student and Academic Services will forward the student's new application and academic file to the department chair/faculty of the new department/concentration for review/decision	Department Chair
4. Admissions decisions made by the department chair are communicated to the Office of Student and Academic Services who will notify the student of the decision	Office of Student and Academic Services
5. If the student is admitted to the new concentration, the outgoing department will be notified by the Office of Student and Academic Services.	Office of Student and Academic Services

References and Cross-references.

Forms and Tools. (optional)

Change of Degree Program, Concentration or Advisor Form is available on the Office of Student and Academic Services web page.

Approved: August 2001

Effective: August 2001

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