

School Procedures of the University of North Texas Health Science Center	Chapter 15 – School Procedures Student Affairs, Education and Funding
15.207 SBS - Change of Degree Program	

Any graduate student requesting a change of degree program must be in good academic standing and have the approval of the major professor, Graduate Advisor of the discipline, and Assistant Dean.

Application.

This procedure applies to all graduate students enrolled in the School of Biomedical Sciences (SBS).

Definitions.

1. Discipline. “Discipline” means the field of study or major chosen by the student. In EIS, “discipline” is equivalent to “plan.”
2. Degree Program. “Degree Program” means a Master of Science or Doctor of Philosophy. In EIS, the equivalent is “program.”

Procedures and Responsibilities.

1. The student uses the form provided on the SBS Forms and Guidelines website to secure the necessary approvals to change from one degree program to another.

Responsible Party: Student.

2. Student files form with all required signatures with the SBS Office of Student and Academic Services.

Responsible Party: Student.

3. SBS Office of Student and Academic Services secures approval of the Dean and informs the Office of the Registrar of the change in discipline.

Responsible Party: SBS Office of Student and Academic Services.

4. Office of the Registrar enters the change in program in EIS.

Responsible Party: Office of the Registrar.

References and Cross-references.

Approved: September 2005
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