

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

Any student requesting a change of discipline must be in good academic standing and have approval of the major professor, graduate advisors of both the original and the requested disciplines, and Assistant Dean. Students on academic probation are not allowed to change disciplines.

Application.

This procedure applies to all students enrolled in the School of Biomedical Sciences.

Definitions.

1. Discipline. “Discipline” means the field of study or major chosen by the student. In EIS, “discipline” is equivalent to “plan.”

Procedures and Responsibilities.

1. Student uses form provided on SBS Forms and Guidelines website to secure approval from both the department he/she is leaving and the department he/she is joining.

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 plan.

Responsible Party: SBS Office of Student and Academic Services.

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

Responsible Party: Office of the Registrar.

References and Cross-references.

Approved: September 2000

Effective: September 2000

Revised: June, 2022