

Policy

Changing of Academic Program Coding in the Student Information System(s)

From time-to-time, students will be authorized to change their programs of study. On behalf of the College, Divisions or Schools, the Office of the University Registrar codes (in the student information system[s]) changes to students' programs, when: 1) a student is authorized by the appropriate Deans of Students to change his/her program of study when that change involves two divisions or schools; and 2) a student is authorized by the appropriate Deans of Students to change his/her program of study when the program changes are within the academic unit, e.g. from Master's to Ph.D. However, Dean of Students offices code the original programs of study for admitted students.