

Graduate Student Program Changes

Purpose: to outline the process for changing a graduate student's program, or adding a second program (not including official "dual degree" programs)

★ Program Change Request Form ★

Program Changes: from MS to PhD (or PhD to MS), or from one major to another

1. A program change request form must be submitted to the Grad Coordinator
 1. Section 1 will be completed, indicating the program to be changed, and the new expected completion date
 2. Faculty advisor of new program will print and sign name at bottom of the form
 3. Academic Department Representative and Student must sign the form
2. Form will be submitted to SAS Registrar (registrar@clarkson.edu or crcregistrar@clarkson.edu) by Graduate Coordinator
3. Registrar staff will:
 - a. Update existing program/plan stack w/ new information, including AGD
 - b. Assign the listed academic advisor in PeopleSoft
 - c. Notify grad coordinator once complete.

Program Additions: adding an ME/MS to a PhD in progress

1. A program change request form must be submitted to the Grad Coordinator
 - a. Section 2 will be completed, indicating the student's current program
 - b. The first box will be checked, indicating either an ME or MS to be added to the current PhD in progress
 - c. The two anticipated graduation terms will be listed
 - d. The student's faculty advisor will print/sign at the bottom of the form
2. The Grad Coordinator will create the ME/MS application in PeopleSoft
 - a. The Grad Coordinator will use the current term as the admit term and matriculate the application
 - b. Grad Coordinator will assign an Advisor in PeopleSoft
 - c. Grad Coordinator will notify the Registrar's office (registrar@clarkson.edu or crcregistrar@clarkson.edu) and will provide a copy of the form for the student's file.
3. Registrar staff will
 - a. File documentation in Nolij
 - b. Add student to the graduation list (if appropriate)
 - c. Notify the Grad Coordinator once complete
 - d. Note: PhD will remain Career 0

Program Additions: adding a PhD to an ME/MS in progress

1. A program change request form must be submitted to the Grad Coordinator
 - a. Section 2 will be completed, indicating the student's current program
 - b. The second box will be checked, indicating a PhD to be added to the current ME/MS in progress
 - c. The two anticipated graduation terms will be listed
 - d. The student's faculty advisor will print/sign at the bottom of the form
 - e. Academic Department representative and Student must sign the form
2. The Grad Coordinator will create the PhD application in PeopleSoft
 - a. The Grad Coordinator will use the current term as the admit term and matriculate the application
 - b. Grad Coordinator will assign an Advisor in PeopleSoft
 - c. Grad Coordinator will notify the Registrar's office (registrar@clarkson.edu or crcregistrar@clarkson.edu) and will provide a copy of the form for the student's file.
3. Registrar staff will
 - a. File documentation in Nolij
 - b. Notify the Grad Coordinator once complete
 - c. Note: PhD will become Career 1

Related articles

- [Academic Standing Review -Graduate Students](#)
- [Graduate Student Program Changes](#)