

# 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 ★

### A note about Certificate programs:

Clarkson University is NOT approved to award federal financial aid to students pursuing an advanced graduate certificate. Therefore, the following rules apply:

- A student may begin their graduate work in a certificate, then transfer to a degree-granting program. In this case, they may transfer without earning the certificate, or after the certificate is complete.
- A student may complete a degree-granting program and subsequently enroll in, and complete a different certificate program.
- A student may complete a degree-granting program and be awarded the degree and corresponding certificate during the same commencement.
- A student who begins their course of study at Clarkson in a degree-granting program may also earn a Certificate, however they may NOT earn a Certificate until the degree-granting program is complete. *This is a violation of federal financial aid regulations.*
- A student may NOT start in a degree-granting program, withdraw, and then earn the corresponding certificate instead. *This is a violation of federal financial aid regulations.*

**Additional information regarding how to award a certificate at the same time as an MS degree can be found [here](#).**

## 1. 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](mailto:registrar@clarkson.edu) or [crcregistrar@clarkson.edu](mailto: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.

## 2. Program Additions: adding an MS to an existing PhD student

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 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](mailto:registrar@clarkson.edu) or [crcregistrar@clarkson.edu](mailto: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

## 3. Program Additions: adding a PhD to an existing ME/MS student (or an MS to an existing CERT student)

This applies to students who are moving "up" a level - so earning one credential, and then adding the next level credential, such as earning a Certificate and continuing on to the MS, or earning an MS and continuing on to the PhD.

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 or MS added to the current Certificate
  - 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 new program application in PeopleSoft & Matriculate the application
  - a. **When adding a PhD to an MS:** The admit term should be the equal to the current term (if admitted at the start of the term), or the next available term (if admitted mid-term)

- b. **When adding an MS to a Certificate:**The admit term should be the equal to the term AFTER the Certificate is awarded. A student may not be matriculated in a Certificate and degree-granting program at the same time.
3. Grad Coordinator will assign an Advisor in PeopleSoft
  4. Grad Coordinator will notify the Registrar's office ([registrar@clarkson.edu](mailto:registrar@clarkson.edu) or [crcregistrar@clarkson.edu](mailto:crcregistrar@clarkson.edu)) and will provide a copy of the form for the student's file.
  5. Registrar staff will
    - a. File documentation in NoliJ
    - b. Notify the Grad Coordinator once complete
  6. Notes:
    - a. The new program will become Career 1, while the existing program will remain the Career 0 (the primary) until such time it is completed.
    - b. A Certificate cannot be added to an existing MS/PhD.

## Related articles

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