

Governors State University - Policy 7

Curricular Requirements For Intra-University Status Change Policy

I. PURPOSE

This policy addresses intra-university status changes. These include major or program changes, changes in concentration within the major or program, the addition of up to three (3) minors (for undergraduate students only); and changing from General Studies, Undecided or Undeclared status to a specific major.

II. DEFINITIONS

- A. Graduate Degree-Seeking Students are those who meet the established admission requirements of the University, college, and specific program for which the Doctorate, Specialist, or Master's Degree is sought and who have been officially admitted to that program. Admission to a graduate program does not carry with it, nor guarantee, admission to degree candidacy in the program.
- B. Undergraduate Student Classifications
 - 1. Undergraduate Degree-Seeking students are those who meet the established admissions requirement for the University and specific program for which the baccalaureate degree or second bachelor's degree is sought and who have been officially admitted to that program.
 - 2. General Studies students are students admitted as first-year students who have less than 24 hours of transfer credit. Students stay in this status until the semester they will complete 45 hours of credit.
 - 3. Undecided students are persons who intend to pursue a bachelor's degree but have not as yet decided which discipline to pursue and have less than 60 hours.
 - 4. Undeclared students are persons who have been admitted to GSU as a Degree-Seeking Transfer Student who have earned more than 60 hours of credit and have yet to declare a major.

III. INTRA-UNIVERSITY STATUS CHANGES

Any students must be in academic good standing or have permission from the intended college, program, or major prior to the transfer taking effect.

- A. Graduate Students
 - 1. Degree-seeking, continuing students requesting a change from one graduate program to another graduate program is subject to the admission, degree, and program requirements in the intended program at the time of change.
 - 2. Any Non-degree seeking student may be able to use up to fifteen (15) credit hours towards the requirements of any graduate degree.
 - 3. Undergraduate students may elect to enroll for graduate credit

but are limited to a maximum of nine (9) credit hours beyond the baccalaureate degree requirements, which may be applied toward graduate degree requirements. Undergraduate students may enroll in graduate (only 5000-6000 level) courses only with written permission of the course instructor and the dean of the college in which the course is offered.

4. Credits earned and applied toward any degree or certificate previously earned may not be applied toward a second or additional degree. However, in rare instances, students entering may qualify for advanced standing. See program requirements for further information on advanced standing.

B. Undergraduate Students

1. Any degree-seeking, continuing student requesting a change from one major or program to another major or program is subject to the admission, degree, and program requirements in effect in the intended major at the time of change.
2. Any Undeclared student requesting to change from the undeclared status to a major is subject to the admission, degree, college, and program requirements in effect in the intended major at the time of change. A maximum of twelve credit hours taken as an undeclared student can be applied to the degree program. After registering for twelve credit hours, students who have not applied and been admitted to a major must secure authorization from their assigned advisor before registering for a subsequent semester. Refer to the Undergraduate Admissions Policy (34) for additional information.
3. Any Undecided student requesting to change to a major is subject to the admission, degree, college, and program requirements in effect in the intended major at the time of change. The Undecided student can only be in this status until they have completed 60 hours. After registering for the 60 credit hours, students who have not changed their status will be switched to Undeclared status before registering for a subsequent semester.
4. General Studies students may request a change from General Studies to a major upon registration for 45 credit hours. General Studies students are subject to the admission, degree, college, and program requirements in effect in the intended major at the time of change.
5. Any undergraduate student may request to add up to three (3) minors with the approval of their advisor. They are subject to requirements in effect at the time of change.

IV. RESPONSIBLE PARTY

The Registrar (or designee) in conjunction with the Academic Deans (or designees) are responsible for procedures associated with this policy, under the leadership of the Provost (or designee).

Effective Fall 1984
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