



OHSU POLICY MANUAL

Policy Number: 02-70-025

Policy Title: CHANGE IN MAJOR OR DEGREE OBJECTIVE

Effective Date: April 13, 2021

Page 1 of 2

1. **Generally**

This policy identifies the process by which currently enrolled students may change their major or degree objective. Academic programs make all decisions about student requests for a change of major or degree from which a student was originally admitted and have the discretion to require that the student complete the full admissions process if a student requests a different major or different degree.

2. **Definitions**

Academic Program. A unique course of study that culminates in the awarding of a specific degree or certificate in combination with a specific major. An academic program is characterized by: (i) a coherent and specialized body of knowledge, methods and skills; (ii) a faculty-designed curricular path; (iii) faculty identification with an organized instructional effort in a subject matter area; (iv) increasing complexity in curricular content during the student's period of study; and (v) specified learning outcomes or competency levels expected of program graduates.

3. **Change in Major, Degree Objective, Campus or Delivery- Same School**

Currently enrolled students who wish to change their major, change their degree objective, or change their campus enrollment or delivery must request the change through their school. The student's school must either approve or deny the request. Reasons for a change in major, degree objective, campus location, or delivery method include but are not limited to:

- A student admitted to a certificate program wishes to obtain a master's degree;
- A student admitted to a master's program who wishes to change their major;
- A student admitted to a master's degree program wishes to obtain a doctoral degree;
- A student admitted to a doctoral program wishes to obtain a terminal master's degree;
- A student admitted to a doctoral degree program wishes to change their major; or
- A student admitted to an academic program on the Portland campus who wishes to obtain the degree on another campus or through a distance delivery option.

4. **Change in Major or Degree Objective-Different School**

Currently enrolled students who wish to enroll in a different academic program in a different school must complete and submit an application for admission. The academic

program the student wishes to enroll in must either approve or deny the admissions. For example, a student admitted to a doctoral degree program in one school may wish to obtain a degree in another school in addition to the doctoral degree.

5. **Responsibilities for Change of Major, Degree Objective, Campus or Delivery**

- A. A student may petition for change in a major, degree objective, campus enrollment or delivery by following the appropriate school level Change/Addition of Degree Objective process. In all cases, the petition should clearly state the desired change and bear the appropriate signatures. The proposed academic program may review a student's petition as thoroughly as it does applications for admissions.
- B. The written approval of the proposed program director, and written notification of the change in major or degree objective to the present program director are required. The student is responsible for providing copies of official university transcripts, admission test scores, letters of recommendation and work samples as required. Upon approval of the program director, the request must be approved by the Office of the Dean and submitted to the Office of the Registrar for processing.
- C. For changes to be effective for an upcoming term, petitions must be approved and submitted to the Office of the Registrar by the first day of that term.

6. **Procedures**

Each school may develop procedures pursuant to this policy.

Implementation Date: August 4, 2013

Revision History: November 15, 2013, April 13, 2021

Related Policies and Procedures: N/A

Responsible Office: Office of the Registrar, 503-494-7800

Supersedes: CAP Policy 2-01-1113

Key Words: Degree change, Registrar, Change in major