



## Morehead State University College of Science Standard Procedure

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**Type:** Academic/Student Related  
**Process:** Change of Program of Study

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Background/relevant information:

The **Program of Study** refers to the academic program(s) (Area of Concentration, Major, Minor, and/or Pre-professional program) a student chooses to pursue while a student at MSU.

Each academic program has a specific set of requirements that the student must complete in order to obtain a degree. The requirements specified for each academic program for any given academic year, as approved through the Curriculum Approval process, is published by the Office of the Registrar in the official University Catalog. Each component of the program of study must have a corresponding catalog year associated with it. A student's catalog year is generally the current catalog year at the time of initial enrollment. Students can request that the catalog year be moved backward/forward if they desire to complete the requirements of a different catalog year but are generally not permitted to choose a catalog year that is prior to their initial enrollment at MSU. Each area of concentration, major and minor of the program of study is to have an academic advisor associated with it.

Office of Enrollment Services personnel enters the primary academic program in the Colleague student record upon acceptance to the University based on the student's choice on the MSU admissions application. Students can request a change to any component of their program of study at any time.

The program of study remains active until the student graduates or does not enroll/attend for a full fall or spring term. Student who do not enroll for one of these terms have their program and advisor assignments ended midway through the term.

The Provisional Studies (PS) Program is a freshman year program which specifically addresses the needs of those students who do not meet regular admission requirements of the University. For more information on PS see:  
<http://www2.moreheadstate.edu/provisional/index.aspx?id=13996>

## Process:

When a student requests to change their program of study, they may do so by contacting an advisor in the DSCI Student Services Center (SSC) if they are a “first year student” (All incoming first-time students [no college credit after high school graduation] and any transfer, returning, or returning transfer student entering with less than 30 hours) or the academic department which offers the program the student would like to change to (all other students). Any of these may initiate the [form to change the program of study](#). All faculty advisor assignments will be made by the academic department.

When a current MSU student requests to change their program of study, a departmental representative or SSC Advisor must conduct an initial advising session with the student to discuss the following prior to submission of the form:

- Why the student wishes to change from their current program
- Student’s career goals and expectations
- Possible repercussions brought on by changing programs (general education, exchange courses, previous course substitutions, etc.)

If the student is not a “first year student” and an appropriate departmental representative is unavailable to meet with the student, the Academic Department may contact the Student Services Center to conduct the initial advising session. Additional consultation should be recommended if a student is unsure of the program they wish to change to or if they have an interest in more than one program.

Once the form, initial advising session and all recommended consultations are complete, the form is forwarded to the DSCI Office of the Dean. DSCI Office personnel will make the necessary adjustments on the student’s academic record, process carry-forward course substitutions, and notify respective parties.

**Student Request to Change Program of Study**

MSU Faculty/Staff initiating form: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Student MSU ID Student Name

**Student Status:**

- Incoming Freshman     Incoming Transfer/Returning Less than 30 Hours
- Incoming Transfer/Returning with More than 30 hours or Post-Baccalaureate
- Provisional Studies Program Release
- Current Student. Complete the following:

\_\_\_\_\_  
*Current Program of Study (List all Areas, Majors, Minors, Pre-Professional Programs)*

\_\_\_\_\_  
*Current Primary Advisor Reason for requesting change*

Initial Advising Session is Complete \_\_\_\_\_  
*Signature Date*

**Type of Change(s):**

- Advisor Assignment     Catalog Year     Administrative or Program Acceptance
- Academic Minor     Primary Academic Program Within Dept.
- Pre-Professional Program     Primary Academic Program Change Within DSCI
- Additional Program     Primary Academic Program Change From Outside DSCI
- Other/Comments: \_\_\_\_\_

**Recommended Consultations:**

- Career Services     DSCI SSC     Academic Dept.
- 783.2233    606.783.9041    Phone: \_\_\_\_\_
- 428 University Blvd.    Lloyd Cassity 108    Office: \_\_\_\_\_

Recommended by: \_\_\_\_\_

**Requested Program of Study**

\_\_\_\_\_  
Primary Area or Major    Catalog Year    Advisor(s)

\_\_\_\_\_  
Additional Area or Major    Catalog Year    Advisor(s)

\_\_\_\_\_  
Minor/Pre-Professional Program    Catalog Year    Advisor(s)

Comments: \_\_\_\_\_