



Subject: Change or Addition of Program or Curriculum
Review Period: 3 years

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1. Purpose

The purpose of this policy is to clarify the circumstances under which a student may change or add academic programs, or change or add curriculum within a program, without reapplying through the Admissions Office. The policy also describes the conditions of the program or curriculum change or addition as well as the relevant procedures.

2. Policy

2.1 Criteria

Students may change from one academic program or curriculum to another, or add an academic program, without reapplying through the Admissions Office, if all the following criteria are met. If any of these criteria are not met, the student must apply through the Admissions Office for the new program. They will also need to withdraw from their current program if they are making a program change as opposed to a program addition.

Program/Curriculum Criteria:

- A. The new program is within the same discipline (e.g., coaching, acupuncture and herbal medicine) as the current program;
- B. The new program or curriculum does not have admissions requirements that exceed those of the student’s current program; and,
- C. The new program is not a doctoral program.

2.2 Conditions

When a student changes from one program or curriculum to another, the student's degree requirements are those that are in effect at the time the student initiates the change. The degree requirements will be those within the academic catalog of the current academic year; however, students who submit a Change or Addition of Program or Curriculum form after the first day of registration for the fall trimester will be placed into the degree requirements for the upcoming academic year. Students may not be placed into degree or curriculum requirements from an older catalog year. Students may not be placed into a new curriculum or degree for which they have already completed all the requirements.

In addition, students may not add or change programs or curriculum if it leads to a violation of [Policy 6075 Earning Multiple Degrees or Certificates](#).

3. Procedures

The student must meet with the Academic Advisor for the new program to discuss the requirements for the program.

1. In the case of a program or curriculum change, the Academic Advisor will use the [Change or Addition of Program or Curriculum Form](#) to document courses that the student has completed in the old program or curriculum that meet requirements within the new program or curriculum.
2. The student must meet with the Financial Aid Office to clarify the impact of the program or curriculum addition or change on the availability of funds.
3. The student, Academic Advisor, and Financial Aid Officer will sign the [Change or Addition of Program or Curriculum Form](#) and the Academic Advisor will submit the form to the Department Chair.
4. The Department Chair will review the student's current academic progress and academic standing to decide on the program change or addition request. Once a decision is made, the Department Chair must sign the [Change or Addition of Program or Curriculum Form](#) and submit it to the Registrar's Office for final processing.
5. The Registrar's Office will contact the student, Financial Aid Office, and Academic Advisor to inform them of the final decision and, if appropriate, confirm the change or addition of program or curriculum.

4. References

Change or Addition of Program or Curriculum Form

<https://muih.edu/academics/office-of-the-registrar/student-policies/>

5. Approval and Revisions

Approved May 3, 2019 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 1

Clarified Section 2.2 to state that the first day of registration for the fall trimester serves as the point of transition for degree requirements.

Approved August 2, 2019, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 2

Changed section 2.1 to no longer include oriental medicine

Approved June 10, 2021, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 3

Changed policy to allow for both the addition and change of programs, assuming the criteria in section 2.1 are met, and any additions or changes do not violate Policy 6075 Earning Multiple Degrees or Certificates.

Approved March 28, 2022, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.