



# NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

## School of Health Sciences and Practice

### **POLICY ON CHANGE OF STUDENT PROGRAM IN PUBLIC HEALTH IN THE SCHOOL OF HEALTH SCIENCES AND PRACTICE**

*Dated:* February 21, 2024

*Supersedes:* *Policy on Change of Student Program in the School of Health Sciences and Practice* dated September 2, 2015

*Last Review:* February 21, 2024

#### **I. PURPOSE**

To establish guidelines for documenting changes in student program/plan of study in Public Health

#### **II. POLICY**

A matriculated student in public health may transfer from one program and/or plan to another within public health or between on-campus and on-line modalities within a program.

#### **III. SCOPE**

This policy applies to all public health students.

#### **IV. PROCEDURE**

- A. The student must complete a [Program/Plan Change form](#)
- B. This form must be signed by the Public Health Chair
- C. The Public Health Chair must affirmatively accept or reject the student by checking the appropriate box on the form.
- D. The form will be emailed to the Registrar's Office with a carbon copy returned to the receiving program.

#### **V. EFFECTIVE DATE**

This policy is effective immediately.

#### **VI. POLICY MANAGEMENT**

Executive Stakeholder: Dean, School of Health Sciences and Practice Oversight  
Office: Dean's Office, School of Health Sciences and Practice

