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

Dated: September 2, 2015
Supersedes: None

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 (http://www.nymc.edu/StudentServices/Registrar/assets/ProgramPlanChange.pdf).

B. This form must be signed by the Former and Receiving Program Directors, and the Vice Dean.

C. The Receiving Program Director must affirmatively accept or reject the student by checking the appropriate box on the form.

D. The form will be delivered to the Vice Dean for approval and faxed to the Registrar’s Office with the original returned to the receiving program.

V. EFFECTIVE DATE
This policy shall be effective as of the date signed below.

VI. POLICY MANAGEMENT

Responsible Executive: Dean, School of Health Sciences and Practice
Responsible Officer: Vice Dean, School of Health Sciences and Practice
Responsible Office: School of Health Sciences and Practice

APPROVED:

Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer

10/19/15 Date