

The following guidelines, suggestions and policies should be considered carefully if you are thinking of changing into another program of study.

1. Be sure this is what you really want to do. It could be that your present program is best for you, or that there is another program that you have not considered. Therefore, you should consult with members of the faculty, and Admissions Counselor and/or the counseling center before you apply for a change.
2. Please be aware that just because you were admitted into your present program, this does **not guarantee that you will be admitted into another program or school**. Please check the current catalog for the admissions requirements for your proposed new program. The Admissions Office will evaluate your qualifications carefully.
3. Keep in mind the institutional policy regarding our “residency requirement”. If you apply for a change too late, you **may be required to stay longer** than you expected. These policies are clearly outlined in the catalog.
4. **Before** the Admissions Office will consider your application for a change, you must complete **at least one semester** of studies at TEDS, TGS, or an Extension Site. (ie: 10 hours or more) It is probable that a decision will not be made until grades from that semester are reported.
5. The official date of your entry into a new program is dependent upon the date when you submit your Change Application, rather than upon when a decision is made regarding your file. Our **cut-off date is the end of the seventh (7th) week of each semester**. If you submit your Change Application by this date, and it is approved by the Admissions Office, your admission into the new program will be made retroactive to the beginning of the semester, regardless of when a decision is made. On the other hand, if you submit your Change Application after the seventh week of the semester, you will automatically be considered for admission into the new program effective the beginning of the next semester.
6. If your change is approved, you will be assigned a **new faculty advisor** who is appropriate to your new program of study. If you would like to request a specific advisor, please put this request in writing on the Application Form. Although we cannot guarantee that we will be able to honor all such requests, we will certainly give them careful consideration.
7. If your Change is approved, you **must follow the catalog which is current** at the time of your admission into the **new** program, rather than the catalog that was in effect at the time of your original admission to TEDS or TGS. Failure to recognize this policy at the time of your change could result in your needing to fulfill additional graduation requirements beyond what you expected.
8. **INTERNATIONAL STUDENTS:** Please be aware that your change may require you to obtain a new I-20. Students who are admitted into a new program must obtain a new I-20. Please contact the International Student Office!