

Readmission and Changes to Master's or Doctoral Degree Objectives

Responsible University Officer(s):

- Executive Vice President and Provost

Policy Owner(s):

- Vice Provost and Dean of Graduate Education

Policy contact(s):

- Dean Tsantir

Date Revised:

Jun 20, 2017

Effective Date:

May 1, 2012

Policy Statement

Graduate programs make all decisions about readmission, change of degree objective, or addition of degree objective. Programs have the discretion to require a full admissions application from a student requesting [readmission, or](#) a new or additional degree objective.

I. Readmission

In cases where active student status has lapsed and an individual wishes to resume graduate studies, readmission to a University graduate program is required. Readmission is not guaranteed, and colleges and programs may

add conditions to the readmission (e.g., course grades older than a specified number of years may not be included in the degree plan). These conditions must be specified in an accessible written form to the student ~~writing~~ by the time of readmission. If the specified conditions are not satisfied, the student may be terminated at the discretion of the graduate program.

~~II. Change to or Addition of a Degree~~

~~Objective within the Same Program~~

~~Currently enrolled graduate students, or returning students, who wish to change or add a degree objective (e.g., add the doctoral degree in the same program in which they are completing a master's degree) must request the change or addition of degree objective. The student's graduate program must either approve or deny the request.~~

~~If the change is to a lesser degree (e.g., from a doctoral degree to a master's degree) in the same program to which the student was admitted, the student must still request a change of degree objective (see Procedures for Readmission/Change or Addition of Degree Objective and Associated Requirements).~~

~~III. Change to or Addition of a Degree~~

~~Objective in a Different Program~~

~~Currently enrolled graduate students who wish to change to a different program, or add another degree objective in a different program, must complete and submit an application for admission. The graduate program offering the new degree must either approve or deny the request (see Procedures for Readmission/Change or Addition of Degree Objective and Associated Requirements).~~

II. Change to or Addition of a Degree Objective

Currently enrolled graduate students who wish to change to a different degree program, or add a concurrent degree program, must apply through the central Graduate Admissions office. The graduate program offering the new degree makes the admission decision for the new degree.

III. Exceptions

1. Individuals who wish to add a Master's degree to pursue concurrently with an existing PhD in the same program do not apply through the Graduate Admissions Office.
- ~~1.2. This policy does not apply the J.D., M.D., Pharm.D., D.V.M., D.D.S, L.L.M., and M.B.A (Twin Cities) degrees.~~
3. In rare instances, Collegiate deans, on behalf of their programs, may request exceptions to the requirement to use the central graduate admissions system from the Executive Vice President and Provost (or designee) for admission, readmission, and changes to master's and doctoral degree objectives for exceptional reasons such as accreditation requirements. Units must retain a copy of the approved exception. Programs may request from their collegiate dean or unit's chief academic officer (or designee) an exception to the required use of the University's central graduate admissions application system for admission, readmission, and changes to master's and doctoral degree objectives.



Reason for Policy

Decisions on readmission, and the addition or change of a degree objective, should ensure that students admitted to a program have appropriate preparation for graduate work in a particular discipline and at the intended degree level.

Procedures

- ~~*Use of the Central Graduate Admissions Application System*~~

Forms/Instructions

- ~~*UM 1768 - Request for Exception: Use of the University's Central Graduate Admission Application System for Admission, Readmission and Changes to Master's or Doctoral Degree Objectives*~~  [um1768.docx](#)
- *UM 1772 - Request for Express Readmission: Post-Baccalaureate Certificates, Master's and Doctoral Degree Programs*  [um1772.docx](#)
- [University of Minnesota Central Graduate Admission Application System](#)

Appendices

- ~~*Procedures for Readmission or Change to Master's or Doctoral Degree Objective*~~

Frequently Asked Questions

- *FAQ: Readmission and Changes to Master's or Doctoral Degree Objectives*

Contacts

Subject	Contact	Phone	Email
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Definitions

There are no definitions associated with this policy.

Responsibilities

Programs/Departments

- ~~Establish~~Publish and maintain the requirements for readmission, and adding or changing a degree objective.
- Approve or deny requests for readmission, change to or additions of additions a degree objective within the same program, and change to or addition of additions of a degree objective in a different program.
- ~~Request exceptions from the collegiate dean or unit's chief academic officer (or designee) to the required use of the University's central graduate admission application system for admission, readmission, and changes to master's and doctoral degree objectives.~~

Colleges

- ~~Establish~~Publish and maintain the requirements for readmission, and adding or changing a degree objective.
- Maintain records of any approved~~Request~~ exceptions, on behalf of their programs, from the Executive Vice President and Provost (or designee) to the required use of the University's central graduate admission application system for admission, readmission, and changes to master's and doctoral degree objectives.

Central Graduate Admissions Office

- Process requests from programs for student readmission
- Communicate readmission decisions to the applicant
- Reactivate the student record for students who are readmitted

Related Information

- Administrative Policy: *Leave of Absence and Reinstatement from a Leave: Graduate Students - Twin Cities, Rochester*
- Administrative Policy: *Admission for Master's and Doctoral Degrees*

History

Amended:

June 2017 - Comprehensive Review, Minor Revision. 1. Documents appropriate reasons for a leave of absence. 2. Uses “discontinue” language rather than “inactive” language for accuracy about the process. 3. Clarifies language regarding semester/term including how terms are counted for leaves and discontinuation.

Effective:

May 2012 - New Policy. Establishes the University's minimum readmission and change of status requirements for master's and doctoral degrees, which help ensure that students are sufficiently prepared to succeed in obtaining their degree. Consolidates information that was previously contained in the Graduate School catalog and on the Graduate School website.