Change in Academic Program

A student in good standing who is nearing the completion of their degree program may wish to be considered for admission to a more advanced degree administered by the School of Medicine. On more rare occasions, a student may wish to leave (withdraw) from the program in which he/she is currently enrolled and join another program at the same academic level in the School of Medicine.

In all cases the student seeking the change shall submit a hard copy version of the VCU Application for Graduate School to the Office of Graduate Education in the School of Medicine. The one-page application must be accompanied by a letter written by the student providing the rationale for the change and the program into which the student is seeking admission. The Office of Graduate Education will review the application and the record of the student and then alert the Department to the interest of the student if deemed appropriate. Students who are not making satisfactory academic progress in a given program would not be considered candidates for a program change. The Office of Graduate Education will consult with the VCU Graduate School to determine the appropriate process for the formal filing of the application.

In the absence of prior approval from the Office of the Dean, neither an “application” by a student directly to a program nor the “acceptance” of a student by a program will be valid. Neither students nor programs may initiate admission to a program in the School of Medicine in the absence of the approval by the Office of Graduate Education.

The above applies to all changes in program (e.g. Certificate level to Masters, Masters to Ph.D., program change at the same degree level).