Change in Academic Program: Potential changes in the academic program for a student are governed by policies that are driven by the nature of the potential change:

1. A student completing a **Certificate program** who wants to enroll in a M.S., Ph.D. or M.D. program within the School of Medicine or the D.D.S. program in the School of Dentistry must formally apply to the higher degree program. If accepted into the higher degree program, the student must complete the certificate program before being allowed to enroll in the higher degree program.

2. A student completing a **M.S. program** who wants to enroll in a Ph.D. or M.D. program within the School of Medicine or the D.D.S. program in the School of Dentistry must formally apply to the higher degree program. If accepted into the higher degree program, the student must complete the M.S. program before being allowed to enroll in the higher degree program.

3. A student in a **Ph.D. program** who wishes to move to a related M.S. program within the School of Medicine may make a written request for this change to their current and anticipated program directors. The program directors will review the student’s request and, if approved, forward the request to the Associated Dean for Graduate Education for review and (potentially) processing. No formal application to the M.S. program is required.

Students who are not making satisfactory academic progress in one School of Medicine program are not eligible to enroll in another School of Medicine Program. Students in this situation, however, may apply to and be provisionally admitted into a second program per the policies above with enrollment in the second program conditional upon the student completing the first program and returning to a status of being in satisfactory academic progress.

Exceptions to these policies or other changes in academic program are rare, but a student may make a written request for an exception or other change to their program director who will coordinate with the Associate Dean for Graduate Education and the School of Medicine graduate program committee to consider whether the requested change is in the best interest of the student, the programs involved, and all other programs within the School of Medicine.

Students should see the VCU Bulletin for additional information.

Approved by the School of Medicine Graduate Programs Committee: pending