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## Contents

Procedure Name .....	2
Purpose and Scope .....	2
Responsibilities .....	2
Procedure .....	2
Exceptions to Procedure .....	3
References and Related Policies.....	3
References .....	3
Related Policies.....	3
Exhibits .....	3
Document Review Log.....	



## Procedure Name

Day to Adult Education or Online Switch Procedure

## Purpose and Scope

Personal or financial circumstances can hinder a Day undergraduate student from progressing through the Traditional full semester enrollment. The Day to Adult Education or Online Switch procedure defines the full scope of review of the

purpose is to help the student make the decision to ensure they fully understand the format and tuition model for Adult Education enrollment. This procedure specifies the roles and processes to be followed by the collaboration of

guidance). This procedure applies to any student requesting to switch from Day traditional enrollment to an Adult regardless of program delivery.

## Responsibilities

## Procedure

1. Upon Graduate & Adult Education (GAE) Director of Student Success notice of student requesting switch from Day to AE, the GAE Director of Student Success will schedule an appointment to meet with the student about a potential switch. During the appointment, the student will be advised of differences in course delivery and tuition model.
2. If the student requests to proceed with a change, GAE guides student to:
  - a. Change major (if current major not offered by GAE)
  - b. Contact Student Financial Services for estimate of charges (no scholarships but discounted up-front tuition)
  - c. Contact Residence Life to cancel Housing (if appropriate)
  - d. GAE Director of Student Success



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