

Withdrawal from a Combined Degree Program & Conversion of Graduate Credit to Undergraduate Credit

Students Affected

- PharmD students leaving the PharmD program
- DPT students leaving the DPT program
- Undergraduates leaving a combined undergraduate/graduate combined program

Policy

Students who are enrolled in combined degree programs may decide to leave the combined program and pursue the undergraduate degree only. The original program proposal for each combined degree includes an exit strategy for such students which outline the requirements that students must complete in order to graduate with a baccalaureate degree.

The conversion of graduate courses to undergraduate courses does NOT result in any retroactive tuition and fee adjustments. Similarly, no demands will be made of the student for return of institutional support already provided (assuming the student completed the expected work assignment associated with the support).

Guiding Principles

The decision to discontinue enrollment in an academic program is under the purview of the academic department and the student. Should a department or student decide to discontinue enrollment, a number of adjustments to the student's record are necessary. The process outlined in this document ensures students are treated fairly and their records accurately reflect their change in status.

If an undergraduate student would like to enroll in a graduate course please see the [Petition for Course Credit Outside Your Primary Academic Career](#).

Process

- The student should complete and sign the [Withdrawal from a Combined Degree Program](#) form. The signed form should be submitted to the appropriate graduate program official of the combined degree program. A copy should be kept in the department as well.
- If the graduate program official approves the withdrawal, the form should then be signed and submitted to the Registrar at 1Capen, Capen Hall or faxed to (716) 645-7762.
- A copy of the form should also be sent to the Graduate School at 408 Capen Hall or faxed to (716) 645-6142.