

transfers must be initiated at the time of admission. Additional conditions, e.g. English Test Score requirement, apply. Check the full details on “Transfer of Credits” in the Graduate Studies Policies and Procedures.

Change of Major

Changing majors at the graduate level is generally discouraged, since degree programs have different academic requirements for admissions. However, a student may be permitted to switch from one degree program to another provided the two majors are in the same college and the student meets the admission requirements of the new program. A “Request to Change Major” must be submitted for approval. If a student’s request to change major is approved, the new major becomes effective the following semester and all applicable credits already taken will count towards the requirements of the new major.

If a student desires to switch to a new program in a different college, then the student must submit a “Request to Transfer Between Colleges” or submit a new application for admission into the new program.

REQUIREMENTS FOR RESEARCH-BASED DEGREES

Students in research-based degree programs have special requirements that they need to complete at different stages of their journey towards the degree. Such requirements may include passing a comprehensive examination, preparing a research proposal, and preparing and defending a thesis or dissertation. Students in such programs should seek additional details from their Program Coordinators.

Comprehensive Examination

Comprehensive Examinations are required in all Doctorate programs. A Comprehensive Examination (CE) may be oral, written or both. It is designed to evaluate the breadth and depth of the student’s knowledge of his/her discipline as well as the student’s scholarly potential. A student must be in Good Academic Standing after taking the required course work in order to take the CE. Students must register for the CE during the course registration period of the semester in which they plan to take the CE. Each student is allowed to take the CE a maximum of two times. Failure to pass the CE after the second attempt will lead to the student’s dismissal from the program and the university. Students are advised to check with their Program Coordinators for guidelines and rules and regulations concerning the offering of the CE in their programs.

Research Proposal

The Research Proposal is a requirement that often comes immediately after the student successfully completes the Comprehensive Examination. In this case, a graduate student is required to prepare a concise and complete research proposal that clearly defines the research problem and objectives, and outlines the research methodology that the student plans to follow. The content and format of the research proposal should conform to the Proposal Preparation Guidelines, which are available on the CGS Intranet. Students are advised to check with their Program Coordinators on the logistics for submission and approval of research proposals. The content and format of the research proposal should conform to the Proposal Preparation Guidelines, which are available on the CGS Intranet. Students are advised to check with their Program Coordinators on the logistics for submission and approval of research proposals.