



DOHA INSTITUTE
FOR GRADUATE STUDIES

Academic Policies

Change of program

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1.0	Change of program	October, 2015	Dean of Student Affairs
Revision Date	Revised by	Date Adopted	Adopted by
October, 2015	Rev. 1: Dean of Student Affairs	October, 2015	Board of Trustees, Doha Institute for Graduate Studies (conditional on amendment)
October, 2015	Rev. 2: Office of the Dean for Student Affairs	October, 2015	Revisions and edits applied. Policy approved and adopted for implementation

Contents

Introduction: 3
Policy Statement: 3

Introduction:

Normally DI expects admitted students to commit to the program they chose at the time of application, however students may apply for a change to another program during their course of study if they decide that another program is a better match for them. Such requests are contingent to rules and regulations set within this policy and the approval of the schools and programs they are applying to.

Policy Statement:

Any change of program request must meet the following conditions and criteria:

1. The student must not have completed or be currently registered in, at the time of requesting the change, more than fifteen (15) credit hours for in-school transfers and more than twelve (12) credits for intra-school transfers;
2. Any student receiving a DI scholarship needs to secure the pre-approval of the scholarship and financial aid committee before he/she applies for a change of program;
3. The student before applying for a change of program should:
 - a. Meet with his/her academic advisor to review his/her current study plan and the effects of changing the program on courses completed;
 - b. Consult with faculty, and/or program heads in both current and target programs;
 - c. Review the curriculum requirements for the target program;
 - d. Based, on the above submit a written a letter of intent detailing the reasons for requesting a change of program including the effects of such a change on his/her academic progress;
 - e. Secure a positive endorsement from his/her current academic advisor on the written letter above;
 - f. The academic advisor should also consult with the head of the program the student wishes to apply to before endorsing the student's letter of intent.
4. Applications to change the program are submitted to the Department of Enrollment and Student Affairs along with the letter of intent.
5. The Department of Enrollment and Student Affairs will process the applications and coordinate with the Office of the Dean and the head of program in the respective school;
6. The approval of a change of program request lies with the concerned school and program the student is applying to. The deanship and the program reserve the right to approve or reject such transfers taking into consideration:
 - a. The capacity of the program of study to accept new students;
 - b. School or program pertinent requirements or criteria;
 - c. The academic record of the student and his/her prospects of successfully completing the new program of study.

7. In addition, the decision of which courses are transferred to the new program is at the discretion of the Dean of the School and head of program, taking into account:
 - a. All course that are common between the old and new program are credited;
 - b. All school required courses are credited when program transfer is within the school;
 - c. Other core and elective courses taken in the old program may be credited as elective courses in the new programs;
 - d. Unlike credit transfers from outside DI, all approved transferred courses that have been completed in the old program will retain their letter grades and GPAs in the new program