FAYETTEVILLE STATE UNIVERSITY

GRADUTE SCHOOL

THESIS TO NON-THESIS CHANGE FORM

Thesis to Non-Thesis

Should a student desire to change from a thesis degree program to non-thesis degree program, the student must submit the Thesis to Non-Thesis Change Form.

All previously earned credits and grades for all thesis-related courses will remain on the student's record but will not count toward the degree. Students may be required to enroll in additional course credits to meet the non-thesis degree program requirements. Any grades of "IP" assigned for thesis-related courses will be changed to "S" or "U" as appropriate by the professor of record using the Office of the Registrar's online change of grade process. If enrolled in a thesis course for the current term, the student may drop the course, if the registration drop/add period is open. If the registration drop/add period is closed, the student must request a late drop using the Late Withdrawal Policy form.

A statement will appear on the transcript noting the transfer from the thesis to non-thesis track with the effective month, day, and year.

TO: **College Dean**

FROM: _____   _____

                               Student's Name   **Banner ID**

            _____   _____

                           Signature: Student   **Date**

SUBJECT: **Request to Change from a Thesis Degree Program to Non-Thesis Degree Program**

A change from the thesis to the non-thesis option is approved for the above named student. The student has been advised of the academic consequences of making this change. An updated program of study is attached.

_____   _____

        Signature: Graduate Coordinator/Program Director   **Date**

_____   _____

              Signature: Thesis Advisory Committee Chair   **Date**

_____   _____

           Signature: Department Chair/Associate Dean   **Date**

For Registrar Use

TO: **Registrar**

RE: **Transcript Comment**

Please add the following comment to the above named student's transcript:

"Transferred from thesis to non-thesis option effective _____ _____, _____"

                                            Month   Day   Year

_____   _____

                       Signature: College Dean   **Date**

cc: Student; Department/School; College Dean; and the Registrar's Office (Original)

Approved by the SACSCOC Liaison July 6, 2021