



Graduate and Adult Education Day to Adult Education or Online Switch Procedure

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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 student's circumstances and process needed to make the enrollment change to the student's record. The procedure's 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 stakeholders (GAE, Student Financial Services, Registrar's Office, Residence Life, Navigation Office and potential faculty guidance). This procedure applies to any student requesting to switch from Day traditional enrollment to an Adult Education "Evening Student" regardless of program delivery.

Responsibilities

Title or Role	Definition and What They are Responsible For
GAE	Maintains and enforces this policy.
Registrar's Office	Officially changes student record to Evening Student.
Senior Leadership Policy Committee	Serves as final approval for policy.

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 sends the student the [Change of Course Delivery Form](#) to complete the request.
3. The [Change of Course Delivery Form](#) will be routed to the GAE Director of Student Success and Registrar's Office upon completion.
4. GAE notifies Registrar's Office of correct campus location and Advisor/GAE Support.
5. The Registrar's Office will make appropriate changes to the student academic record, notifying the student and GAE.

6. GAE connects the student to the appropriate Advisor/GAE Support and makes sure Academic Record in Power Campus is correct.
7. The new Advisor schedules an introductory meeting with the student.

Approved versions of this Procedure will be posted on MyAlvernia.

Exceptions to Procedure

Exceptions to this procedure must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this procedure.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
2/21/24	GAE Initial Draft 2/21/24
6/3/24	Point of Contact revision
6/27/24	GAE revised draft
7/29/24	Registrar/Provost/GAE revisions