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Document Review Log

Date Reviewed	Description of Changes
Grad & Adult Ed	Initial Draft 2/21/24
Grad & Adult Ed	Tim Kast- Point of Contact 6/3/2024
Grad & Adult Ed.	Revised draft 6/27/2024
Navigation and Grad and Adult Ed.	Provost/GAE Revision 8/3/2026

Purpose and Scope

When students are admitted to the University for an undergraduate degree, they are given the status of day student or evening student.

- Day students are admitted by the Office of Undergraduate Admissions and are expected to take most of their classes in person. These students are coded as day students in the Student Information System.
- Evening students are admitted by the Office of Graduate and Adult Education and can complete the entirety of their degree online. These students are coded as Evening students in the Student Information System but are referred to as adult education students by the campus community.

Students are expected to remain in the status they are admitted through for the duration of their undergraduate degree.

Circumstances can hinder a day student from progressing through their degree completion. The Day to Adult Education 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 determine the student's eligibility to change from a day student to an adult education student. This document specifies the roles and procedures to be followed by the collaboration of stakeholders (GAE, Student Financial Services, Registrar's Office, and potential faculty and Navigation Office guidance). This procedure applies to any student requesting to switch from day enrollment to an adult education student.

Responsibilities

Title or Role	Definition and What They are Responsible For
Executive Director of Academic Success	Maintains and enforces this procedure. Meets with students regarding their request to collect information for Provost's Office.
Provost's Office	Determines eligibility.
Registrar's Office	Officially changes student record to Evening Student OR processes student's course enrollment via "Add/Drop Form Day".
Student Financial Services	Provides approved students changing from day to adult education estimated costs.

Director of Student Success for GAE	Provides approved students changing from day to adult education a Student Success Advisor, who assists with advising and connecting with resources.
Senior Leadership	Serves as final approval.

Procedure

The summary of the procedure is as follows:

1. Inquiries about changing from a day student to an adult education should be directed to the Executive Director of Academic Success.
2. The Executive Director of Academic Success schedules an appointment with the student to learn more about their request. The Executive Director of Academic Success explains to the student that approval to change to an adult education is considered an exception and is only granted when highly extenuating circumstances prevent the student from continuing as a day student, and on a case-by-case basis.
3. The Executive Director of Academic Success shares information collected in the student meeting with the Provost's Office; one of three decisions can be made:
 - a. Approval to change fully to an adult education; next steps: item 4 below
 - b. Approval to remain as a day student but granted permission to enroll in online classes reserved for adult education students; next steps: item 5 below
 - c. Not approved; next steps: item 6 below
4. If a student is approved to change fully to an adult education (letter A above):
 - a. Executive Director of Academic Success sends approval letter via email to: student, Director of Student Success for GAE, Student Financial Services, Registrar's Office, student's assigned Navigator, and student's assigned faculty advisor.
 - b. The student is responsible for connecting with Student Financial Services to receive estimated cost of attendance with switch. This is shared in the approval email by the Executive Director of Academic Success.
 - c. Director of Student Success for GAE schedules meeting with student and new Student Success Advisor to discuss next steps, including sharing the "Change of Course Delivery Form" to complete. The Change in Course Delivery Form, upon submission, is received by the Director of GAE Student Success and the Registrar's Office.
 - d. Director of Student Success for GAE notifies Registrar's Office of correct campus location and Advisor and/or Student Success Advisor.
 - e. The Registrar's Office will make appropriate changes to the student academic record and notify the student and Director of Student Success for GAE.
 - f. The new Student Success Advisor schedules a registration meeting with the student to finalize enrollment for upcoming Mods.
5. If a student is approved to remain as a day student but granted permission to enroll in online classes reserved for adult education students (letter B above):
 - a. Executive Director of Academic Success sends approval letter via email to: the student, Director of Student Success for GAE, Student Financial Services, Registrar's Office, student's assigned Navigator, and student's assigned faculty advisor.

- b. Director of Student Success for GAE schedules meeting with the student to discuss differences in online vs. in person modalities.
 - c. Registrar's Office sends the student "Add/Drop Form Day" to complete enrollment for upcoming semester/Mods.
6. If a student is not approved:
- a. Executive Director of Academic Success sends denial letter via email to student and reminds them of resources and support services available on campus based on their request.

Approved versions of these policies will be posted on the Alvernia University website.

Exceptions to Procedure

Exceptions to this procedure are to be requested in writing by filling out the Policy & Procedure Exception form and submitting it to the individual named in the Responsibilities section who assists with reviewing exceptions to this procedure.

Procedure Review

The Day to Adult Education Switch procedure will be reviewed on a 3-year cycle and updated when institutional needs or goals change.

References and Related Policies

None.

Exhibits

[Policy and Procedure Exception Form](#)