I. Purpose
This policy states how the grade point average is calculated for a student who transfers from one program to another in SHP.

II. Accountability
The Associate Dean for Academic Affairs and the SHP Manager of Admissions are responsible for this policy.

III. Policy
A student who formally changes from one program to another within the same level (undergraduate or graduate) has his/her total credits and Grade Point Average (GPA) calculated based on all of the courses taken, including those taken as part of the original program. Course title, credit allocation and GPA for courses that were taken but not required for the new program are also listed by level on the transcript and may be excluded from the level GPA as instructed by the department.

Students changing programs should refer to the policy on Satisfactory Academic Progress. See Grading System Policy 3.1.2. Students repeating a course should refer to the policy on calculating grade point averages for courses that were repeated. See Grading System Policy 3.0.