

Change of Certificate

Policy Information

Issuing Office

Registrar's Office

Affected Parties

Students

Policy Language

Liberty University Online students select their certificate of study when they apply. If a student decides to change the certificate he/she is seeking, the online student must contact the Academic Advising Department and request to change his/her certificate of study via phone or Liberty University webmail account.

Policy Rationale

To clearly outline the process for formally changing from one certificate program to another.

Definition of Glossary Terms

None specified

Procedural Information

Procedures

All requests for a change of certificate will be reviewed and processed by the Registrar's Office upon receipt, and will be effective the following full term of enrollment.

Sanctions

None specified

Exceptions

None