

# Graduate Program Changes

## Policy Information

### Issuing Office

Registrar's Office

### Affected Parties

Students

### Policy Language

All requests to change degree programs, majors, cognates, and concentrations must be submitted in writing to the Registrar's Office for **resident** students and Liberty University Online Academic Advising for **online** students.

### Policy Rationale

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

### Definition of Glossary Terms

None specified

## Procedural Information

### Procedures

The student will be placed on the Degree Completion Plan (DCP) or Certificate Completion Plan (CCP) in effect for the term for which the request is processed. All requests for a change of major will be processed by the Registrar's Office upon receipt, and will be effective the following full term of enrollment.

### Sanctions

None specified

### Exceptions

Exceptions are made on a case by case basis by the University Registrar or Provost.