

## 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

### Date of Last Review

8/26/2019