

All program changes are subject to review and approval by the dean of the new program, and by the Admissions Office. No more than one program change per semester is permitted. No more than two requests for program changes are allowed. Students who change programs **must** adopt the most current academic catalog. For each of these students, the university will automatically update the catalog year when processing the change in program. There will be a mandated **\$20.00** processing fee if a student has already been accepted to a program and requests a Change of Program. This will need to be paid in full, before the change of program can be permitted. All change of programs must be submitted no later than 3 days before the end of that semesters Add/Drop period.

The change of program request must be submitted to the Admissions Office.

A: Personal Information

Student's Name: _____ VIU ID#: _____
(Last) (First) (Middle)

Current Address: _____
(Street) (City) (State) (Zip Code)

Phone: _____ VIU E-mail: _____@campus.viu.edu

Current Program & Concentration/Specialization: _____

Semester for Change: _____

This is my 1st time / 2nd request(s) to change my program.

I am a/an U.S. citizen / Permanent Resident F-1 other _____

B: Complete the following, as applicable:

I am changing my program:

FROM current program: _____ with concentration/specialization: _____
 TO new program: _____ with concentration/specialization: _____

I am changing my program from ONLINE _____ program to On-ground _____ program

I am changing my program from On-ground _____ program to ONLINE _____ program

I am changing my program from NON-DEGREE to _____ program On-ground Online

I am changing my program _____ to NON-DEGREE On-ground Online

C: Reason(s) for making this change:

I understand that the change of program cannot be completed until I have met all additional program requirements deemed necessary by the university, and that the program change made after the add/drop period will not be effective until the following semester/session.

Student Signature: _____ Date: _____

School Dean's Signature: _____ Date: _____
(For the current program)

School Dean's Signature: _____ Date: _____
(For the new program, if applicable)

Office Use Only

Effective semester & year _____

Program Change 1st 2nd

New student & immediate program change Yes

Admissions Office Received on _____ by _____ Admin & Activity Letter(s) Check In & EAF

ISS Office New I-20 issued on _____ by _____

Registrar's Office Received on _____ by _____ Status Degree Audit Doc. Track

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