

Change of Concentration/Specialization Form

All changes of concentration or specialization are subject to review and approval by the dean. No more than one change per semester is permitted. No more than two requests for concentration / specialization changes are allowed. Students changing from one concentration/specialization to another within the same program may choose the same catalog year or the new catalog year. There is no fee to change a concentration/specialization. This form must be submitted no later than 3 days before the end of that semesters Add/Drop period.

The change of concentration/specialization request must be submitted to the Registrar's 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 concentration/specialization.

B: Complete the following, as applicable:

I am changing my concentration/specialization from _____ to: _____
(Catalog Year _____)

I am adding a 2nd / 3rd concentration/specialization: _____ (Catalog Year _____)

I am dropping my 2nd / 3rd concentration/specialization: _____ and intend to complete only one / two concentration/specialization, which is/are _____.

I am declaring my initial concentration/specialization as _____.

C: Reason(s) for making this change:

I understand that the change of concentration/specialization made after the add/drop period will not be effective until the following semester/session.

Student Signature: _____ Date: _____

School Dean's Signature: _____ Date: _____

Office Use Only

Registrar's Office Received on _____ by _____

Effective semester & year _____

Concentration/Specialization Change 1st 2nd

New student & immediate program change Yes

Update Status Degree Audit Doc. Track