

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  1<sup>st</sup> time /  2<sup>nd</sup> 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 the program modality from ONLINE to On-ground

I am changing my program from ONLINE \_\_\_\_\_ program to On-ground \_\_\_\_\_ program

I am changing my program from NON-DEGREE to \_\_\_\_\_ program

I am changing my program \_\_\_\_\_ to NON-DEGREE

**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 \_\_\_\_\_  GPA Group/Admin 1, 2/Activity  Admissions Documents