

Change of Program or Specialization Form

INSTRUCTIONS: For existing students (already admitted to the university) who wish to change their program or specialization, this form and any associated fees must be paid. Program or specialization changes require payment of a **\$20.00** processing fee. This will need to be paid in full, before the change of program can be permitted.

A: Personal Information:

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

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

Phone: _____ University e-mail: _____

Current Program & Specialization (if applicable): _____

Semester for Change: _____ *(This should be the semester in which you will start the new program/specialization.)*

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

B: Complete the following, as applicable:

PROGRAM CHANGE

I wish to change my program TO _____ Specialization, (if applicable): _____

SPECIALIZATION CHANGE

I wish to change my specialization from _____ to: _____
(Catalog Year _____)

C: Reason(s) for making this change:

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

I wish to change my program or specialization because:

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. I also understand that I am bound by the Academic Catalog in effect when the change is effective.

Student Signature: _____ Date: _____

APPROVALS

(Current) Program Chair/Director Acknowledgment: _____ Date: _____

(Intended/Future) Program Chair/Director Approval: _____ Date: _____

Admissions Officer (admissions requirements/enrollment agreement): _____ Date: _____

Accounting (for any required fees): _____ Date: _____

Office of Institutional Effectiveness: _____ Date: _____

Office of the Registrar: _____ Date: _____

Admissions Office

Received on _____ by _____ GPA Group/Admin 1, 2/Activity Admissions Documents/EAF Fee paid? Yes No

Registrar's Office

Effective semester & year _____ Program Change 1st 2nd New student/immediate program change Yes No

Changing Programs and/or Specializations

Occasionally, students wish to change from one program to another, or from one specialization to another after they have already been admitted. Students are required to meet all pre-requisites and program admission requirements for any program that they are changing to. In some cases, students may choose not to change a program or concentration because transfer of courses from one program to another, or from one specialization to another is not guaranteed. Student's should refer to the relevant admissions requirements and program structure to see whether a change in program/specialization is possible.

All program or specialization changes are subject to review and approval by the Program Chair/Director of the existing program or specialization and the intended new program or specialization. If the Program Chair/Director is the same in both cases, they are permitted to approve/deny both portions of the request.

No more than one program change per semester is permitted. No more than two requests for program changes are allowed. All changes to programs or concentrations will be effective at the start of a term. All changes of program or specialization must be submitted no later than 3 days before the end of that semesters Add/Drop period. In instances in which a student makes a change during a semester, the effective date of the change will occur at the start of the following semester.

Students who change programs must adopt the academic catalog, and meet all requirements therein, in effect at the time that the student begins their new program or specialization. This will also require executing a new enrollment agreement with an admissions officer. Upon approval and completion of the new enrollment agreement, the university will automatically update the catalog year when processing the change.

To change a program or specialization, a student must:

1. Discuss the possibility of changing programs/specializations with their current Program Chair/Director and/or their intended Program Chair/Director to discuss any questions or ideas that they might have about changing programs or specializations.
2. To change the program or specialization, the student must seek acknowledgment of their intention to change from their current Program Chair/Director by initiating the Change of Program or Specialization Form.
3. The student will then meet with the Program Chair/Director of their intended program or specialization to seek the change. The Program Chair/Director of the student's new intended program or specialization will review the admissions requirements to discuss any possible additional requirements that me be needed, as well as discuss the possibility of curricular overlaps that may/may not exist.
4. The student will then meet with an admissions officer who will review whether the student has satisfied all admissions requirements. Only upon satisfying all current admissions requirements for the semester in which the change will be effectuated, a new enrollment agreement will be completed with the Office of Admissions indicating the new program or specialization. By signing the enrollment agreement, the student acknowledges that they will be required to follow all program/institutional requirements as outlined in the academic catalog at the time that they start their new program or specialization, as well as pay any associated fees.
5. The Change of Program or Specialization Form and the new enrollment agreement can then be submitted to the Office of the Registrar for processing. The Registrar will review the student for any Satisfactory Academic Progress issues. If no issues are found, the student's status will be verified and processed.
6. Once fully approved the student can then meet with their new Program Chair/Director for initial advising and course registration.

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