



Major, Program & Catalog Change Request

Office of the Registrar

This form is to be completed by students who desire to change their catalog or program. This form must be completed and submitted to the Registrar's Office for approval before changes will take effect.

Student Information

Name: _____ Phone #: _____

Do you receive Veteran's Benefits? Yes No Did you transfer into LPC? Yes No
 Do you hold an F-1 Foreign Student Visa? Yes No Are you planning to graduate this academic year? Yes No

Major Change

I am currently enrolled in:

Associate's Degrees

- A.A. Undeclared – Traditional
- A.A. Biblical Studies – Traditional
- A.A. General Studies – Traditional

Bachelor's Degrees

- B.A. Undeclared – Traditional
- B.A. Biblical Studies – Traditional
- B.A. Business Administration – Traditional
- B.A. Communication – Traditional
- B.A. Human Dev & Psychology – Traditional
- B.A. Transformational Ministry – Traditional
- B.A. Worship Arts & Media – Traditional

I would like to change to:

Associate's Degrees

- A.A. Undeclared - Traditional
- A.A. Biblical Studies – Traditional
- A.A. General Studies – Traditional

Bachelor's Degrees (if double majoring, select both majors)

- B.A. Undeclared – Traditional
- B.A. Biblical Studies – Traditional
- B.A. Business Administration – Traditional
- B.A. Communication – Traditional
- B.A. Human Dev & Psychology – Traditional
- B.A. Transformational Ministry – Traditional
- B.A. Worship Arts & Media – Traditional**

Program Change

I am currently enrolled in:

- Traditional On-Campus Program
- Ignite VA Extension*
- Degree Completion Program
- Non-Degree Seeking

I would like to change to:

- Traditional On-Campus Program
- Ignite VA Extension*
- Degree Completion Program***
- Non-Degree Seeking

* Students requesting to transfer in or out of the Ignite program are required to submit an essay explaining why they desire to change programs and may require additional approvals.

**BAWAM requires additional application and audition process; approval for program change is based upon acceptance into program.

*** Students desiring to transfer into DCP must have a 2.25 cumulative GPA and submit an essay with this form that outlines their current ministry involvement and explains their reason for requesting a change from the traditional program to DCP.

Catalog Change

Students may only move forward in catalogs. Students desiring to move back to a prior catalog must submit an appeal.

I wish to move from the _____ academic catalog to the _____ academic catalog.
(academic year, i.e. 2012-13) (academic year, i.e. 2013-14)

Signature

I understand that by submitting this form I am requesting that the above indicated program or catalog be updated on my student record. I further understand that this may change my academic requirements and that it is my responsibility to understand the requirements for my new program and/or catalog. I also understand that my request to change programs may result in a catalog change which I will be informed of when my request is reviewed. I understand that if I am choosing to update my catalog I will not be able to return to a previous catalog at a later date.

Signature: _____ Date: _____

Registrar's Office Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	<input type="checkbox"/> Advisor Assigned _____	<input type="checkbox"/> Transcript Evaluator Notified _____
<input type="checkbox"/> Student Notified _____	<input type="checkbox"/> If DCP – Reg for DCP Notified _____	<input type="checkbox"/> If Ignite change – Ignite Notified _____
<input type="checkbox"/> CA Entry _____	<input type="checkbox"/> Degree Audit Updated _____	<input type="checkbox"/> If Program Change FA/SA notified _____