



## **Kutztown University Policy ACA-029**

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### **Change of Academic Program or Academic Advisor**

#### **A. Purpose**

The purpose of this policy is to define how a student changes an academic major, minor, track/concentration, certificate, or academic advisor.

#### **B. Scope**

This policy applies to all students.

#### **C. Key words and phrases:**

Academic Program – An academic program refers to a major, minor, track/concentration, or certificate.

#### **D. Policy & Procedure(s)**

1. Any student may request a change of academic program or academic advisor, however individual academic departments often have special criteria that must be satisfied before approval for a change is granted. Students should check the college and department requirements carefully before making such a request.
2. For all changes of academic program or academic advisor, students should see the chair of the associated department.
3. Requests to change an academic program during registration periods up to the last day to add a course at the beginning of any given semester (the end of the add/drop period) are effective for that term. Any requests submitted after this period will be reflected in the records for the following semester.
4. Requests to change an academic advisor are effective when approved and processed by the Registrar's Office.

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5. Students making an academic program change request in regard to financial aid or a same-semester graduation application should notify the Registrar's Office.
6. A student who changes into a new academic program, adds an additional academic program, or re-enters an academic program must comply with all course and degree requirements that are in force on the effective date of the change, addition, or re-entry.

**E. Effective Date**

September 2025

**F. Approved By**

Faculty Senate – 1986

University Senate – March 2000

University Senate – September 4, 2025

University President – September 15, 2025

**G. Last Reviewed**

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013

August, 2014

August, 2015

August, 2016

August, 2017

August, 2018

August, 2019

August, 2020

September, 2025