

PROGRAM CHANGES AND ADVISING

Academic Advising

Students are assigned a faculty academic advisor within their major or college. LMU offers an advising model based on a close student/faculty advisor relationship. This relationship offers assistance to students in achieving educational, career, and personal goals through the use of the full range of institutional resources.

In order to make the best of advising appointments, students are encouraged to become familiar with the degree requirements, coursework within the major, and other information about academic policies. LMU students must be pro-active in understanding the academic requirements, policies, and procedures which affect their studies and path to graduation. Students are further encouraged to come with well-developed questions for the advisor.

As part of the registration process, students meet with their advisors, who may conduct degree audits to assess progress toward completing degree requirements. Exceptions to University policy and changes to established degree coursework must be approved as exceptions by the Chairperson of the Department or Director of the Program and documented on a Degree Audit Adjustment form (change to the student's degree audit). This form is submitted by the college or school and is processed by the Office of the Registrar.

Academic Calendar

The University offers two fifteen-week semesters plus a week of final examinations for each semester and two six-week summer sessions that include final examinations. Final exams and assignments for Summer terms should be completed by the last day of the given session.

Academic Program

An academic program is a combination of courses and related activities organized for the achievement of specific learning outcomes as defined by the University. This includes programming at the undergraduate and graduate levels and consists of degrees, majors, minors, concentrations, and certificates.

A degree program is an academic program of study leading to a Bachelor's, Master's, or Doctoral degree. All degree programs require a minimum number of semester credit hours in addition to the requirements of the University, College, or School, and the academic major Department. (See Degree Requirements.)

Academic Major

An academic major indicates a particular curriculum which leads to a degree. Students must complete the requirements for a primary academic major, including the University Core Curriculum and college or school requirements, to be eligible for a degree. Requirements for academic majors can be found under the departmental listings in the chapters for each respective college or school. Some academic majors have concentrations which are a sub-set of a discipline, organized in clusters, of focused courses taken within a major.

Students normally declare a major at the time of application to the University. If a student is unsure about choosing a major, some colleges may allow for an undeclared status within that College. This option is

at the discretion of the College or School. Under normal conditions, an undergraduate student has decided on a particular major prior to earning 60 semester hours of credit.

Second Academic Major

Students may declare a second academic major in addition to their primary major by obtaining the approval of the department chair of the major and the Associate Dean in that college on a Change of Program form.

A second academic major may be earned only while the student is concurrently completing the requirements for the baccalaureate degree in the primary academic major. A student must successfully complete all requirements for the second academic major prior to, or in the same term as, the primary major. A second major may not be granted after a degree has been posted. If a student decides to drop a second academic major, the student must submit a Change of Program to the Office of the Registrar.

Academic Minor

Undergraduate students may declare an academic minor from among the LMU minors. Students who wish to declare an academic minor must obtain the approval of the department chair or program director of the minor and submit a Change of Program to the Office of the Registrar. Some minors may require an application process and are limited based on space available; some may also require the signature of the Associate Dean of the College or School.

To earn an academic minor, a student must complete all requirements of the minor as prescribed either before or at the time of the awarding of the degree in the primary major. Minors may not be earned after the awarding of the primary degree. If a student decides to drop a minor, they must submit a Change of Program with the relevant signatures to the Office of the Registrar.

In addition to the requirements of the department of the minor, a student must also meet the following for an academic minor:

1. At least half of the upper division semester hours of the minor program must be completed in residence at LMU.
2. A student who declares a minor is held responsible for the academic regulations specified in the Bulletin and in effect at the time the minor is declared. Each department offering a minor program lists specific semester hour requirements.
3. A student must have a minimum cumulative grade point average of C (2.0) for courses taken in the minor program.
4. A minor consists of at least 15 units. A course may fulfill a requirement for both a major and a minor. However, a student must complete a minimum of 6 units in a minor that are not counting towards any other program in which the student is enrolled. A course may count for more than one major program when the programs require the specific course.

Non-Degree Status

Undergraduate

- Undergraduate non-degree students wishing to take undergraduate courses at the University on a non-degree basis during the Fall or Spring semester must file an application with the Office of Undergraduate Admission in accordance with regularly stated deadlines. Proof of eligibility to study at the University will be required, including transcripts or other appropriate documents. Non-degree students must meet all course requirements for registration

and will be allowed to study for a period of no more than three semesters or a total of 18 semester hours, whichever occurs first.

- Non-LMU students and incoming first-year and transfer students who wish to take undergraduate courses at the University during one or both Summer terms must submit an Application for Summer Registration with the Office of the Registrar. Although these students have non-degree status for summer, incoming first-year and transfer students may apply these courses towards LMU degree requirements. Non-degree students must meet all course requirements for registration; proof of eligibility, such as transcripts or other appropriate documents, may be required.
- Undergraduate non-degree students may register only in courses numbered 100-599 and courses numbered 1000-4999.
- Admission to the Undergraduate non-degree status does not guarantee admission to undergraduate degree programs or credential recommendation.

Graduate

- Graduate non-degree students wishing to take graduate courses at the University must file an application with the Office of Graduate Admission in accordance with regularly stated deadlines. Proof of eligibility to study at the University will be required, including transcripts or other appropriate documents.
- Non-degree graduate students may take more than two courses while in the non-degree status; however, only two courses taken in the non-degree status may apply toward a degree or credential. A student should consult the appropriate Graduate Program Director about the applicability of non-degree courses to a degree program. Non-degree students must meet all course requirements for registration; proof of eligibility, such as transcripts or other appropriate documents, may be required. Graduate non-degree students may register for 500-, 600-, 5000-, 6000-, and 7000-numbered courses. Non-degree students must meet all course requirements for registration.
- Admission to the Graduate non-degree status does not guarantee admission to degree candidacy or credential recommendation.

Change of Academic Major/ Concentration/Minor Undergraduate

Entering first-year and transfer students are admitted to the University in their academic major of choice at application. A change of academic major or emphasis/concentration in the major within the same school or college may be limited by the availability of space within the requested major and requires the approval of the department chair and the Associate Dean of the College or School.

If a student decides to change an academic minor, they must submit a Change of Program form available on the website for the Office of the Registrar.

Changes in majors, which involve the changing of a School or College, may be limited by the availability of space within the school and/or the specific academic major. Students wishing to change colleges or schools must meet the respective admittance criteria and complete the application process specified by that College or School. The decision of the Associate Dean of the College or School is considered final. Upon acceptance into the new major, emphasis, or minor, the student must submit a Change of Program form available on the website for the Office of the Registrar.

Graduate

Graduate students are admitted to a specific program consisting of a degree and major within a College or School. Graduate students who wish to change a degree program must apply for the new program through Graduate Admissions. A student who wishes to change from one emphasis/concentration to another within a program before completing a degree must request approval from the Program Director. Students must submit a Change of Program form available on the website for the Office of the Registrar.