

## **GUIDELINES FOR CHANGE OF PROGRAM**

1. A student currently studying in a program will normally not be allowed to change his/her program. However, under exceptional circumstances, a student may be allowed to change his/her program after approval.
2. A student can apply for the change of program by submitting an online request through the link:  
**UMS Navigation → Change of program → Request for Change of Program.**
3. Kindly upload the **parent's consent letter** with the online request.
4. Change of Program will be done only once during the entire program. For example: If a student applies for a change of program from B. Tech (C.S.E.) to B. Tech (M.E.) and it is approved and implemented, he/she cannot apply for another change during the entire program. (However a student can apply for Change of Program again if he/she wants to convert standalone program to dual program).
5. **A non-refundable application processing fee of Rs 1000/- will be payable along with the application. On approval of the program change request a program change fess of Rs 4000/- shall be required to paid by the student.**
6. A student will be eligible to apply for change of program, only if:
  - (a) There are seats available in the program to which transfer is sought.
  - (b) The student fulfills all the requirements of admission including the marks requirement prescribed by the University relating to the program to which he/she wishes to transfer.
  - (c) The student is not or has never been under disciplinary probation.
  - (d) It does not involve the change of mode of education.  
**Explanation:** Change of mode from **regular full time** to **ODL / Regular part -time** or vice Versa is not allowed.
  - (e) The student is not an advanced standing student ( Migration).
  - (f) The student is not a lateral entry student admitted in standalone regular program.  
**Explanation:** If a student who was admitted in year 2016 in BBA as a lateral entry student, Wants to change his/her program into a dual degree program i.e. BBA-MBA, the change shall not be allowed.
7. The online application of the student will be forwarded to **HOS**(Head of School) of the concerned school (to which the student is seeking the change) by **DOE** (Division of Examination)
8. The composition of the Equivalence Committee shall be as follows:
  1. One HOD of the school nominated by the HOS.
  2. One senior faculty member of the department nominated by the HOS.
  3. DAA nominee of concerned school.
9. The Equivalence Committee will verify the similarity/equivalence of the courses/syllabus studied by the applicant till date in the current program. The academic contents of the program in respect of the syllabus of previous years should not be materially different.

10. The Equivalence Committee will use the Program Mapping Form available online for verifying the equivalence. The committee may reject or recommend the change of program with or without conditions as deemed fit.

**Explanation:** Student may be allowed to change the program with few backlogs depending on the difference in the courses covered by such candidate in the previous program of LPU.

**Please Note:** If a student has not passed (has an E or G or F grade) in any course in his/her. Current program which is required for the new program (up to the point of time when change of program is being sought) such course shall be considered with the same grade i.e. "backlog or Reappear" course in new program. If a student has not passed (has an E or G or F grade) in any course in his/her current program which is not required for the new program (up to the point of time when change of program is being sought), such course shall not be considered as "backlog or reappear" course. So, if the student is transferred to the new program he/she need not re-register for reappear (as required depending on the grade) in such courses as these will become irrelevant for the degree to be awarded for the new program.

11. In case a student is allowed to change to a new program, the credits of only those courses passed in the previous program (program from which the student is seeking the change) will be transferred to the new program that will be considered relevant to the new program by the Equivalence Committee. An undertaking regarding the same will be obtained from the student at the time of submission of Change of Program fee.

In other words, if a student applies for a change of program and it is approved and implemented then the courses studied by him in his current programs which are not relevant for the new program will be deleted from his Academic Transcript. This may also lead to decrease in CGPA.

12. The total number of students per program entitled for change of program should not exceed 1% of the total strength of the program from which the transfer is being sought. If the number exceeds 1%, then a special approval for the same should be taken by DOE from the competent authorities.

13. All the rules of new program such as rules mentioned under head '*Promotion to Next Year*', '*Minimum CGPA/Marks requirement for the award of degree*', '*Promotion Criteria in Integrated program*' shall be applicable to such students also. No relaxation in the same shall be made.

14. Number of terms/years spent in the previous program will be considered for the calculation of maximum duration for the completion of new program.

15. Change of program may lead to extension in the time taken to complete the requirements for the award of degree for the program.

16. The opted Minor Elective area as per old program is subjected to verification for continuation in New Program for approved cases.

17. It is responsibility of student to get the **DE** ( Department Elective), **SP**(Specialization) and/or **OE** (Open Elective) **SSE**( Social Science Elective) courses registered as per his/her new program. The DE, SP, OE/SSE courses as per old program which are registered to a student for the next term and not to be study by the student in new program has to be reported for deletion also.