



JUDAH  
— BIBLE COLLEGE —

## PROGRAM CHANGE POLICY

JBC accommodates program changes when they reflect genuine spiritual or vocational discernment, while protecting the academic integrity and timeline of the institution and the student.

### ELIGIBILITY FOR PROGRAM CHANGE

To request a Change of Program, the student must:

- Be currently enrolled at JBC in good academic standing (cumulative GPA of 2.0 or higher).
- Have no current Code of Conduct violations under active discipline.
- Have no outstanding financial obligations that prevent registration.
- Have consulted with their academic advisor about the implications of the change.

### LIMITS ON PROGRAM CHANGES

Students are permitted **one program change per academic year** under standard circumstances. Multiple program changes within a single academic year require Executive Director approval and may indicate a deeper question about the student's direction that warrants pastoral conversation before further change is approved.

### IMPLICATIONS OF PROGRAM CHANGE

A Change of Program has significant implications the student must understand before submitting the request:

## IMPORTANT IMPLICATIONS

- 1. Catalog of Record Changes.** When a student changes programs, their Catalog of Record automatically becomes the JBC Catalog in effect at the time the program change is approved. This may include revised degree requirements compared to the original Catalog of Record.
- 2. Course Credit Transfer Within JBC.** Courses already completed in the previous program may or may not count toward the new program. The Executive Director will determine which completed courses transfer based on the new program's requirements.
- 3. Graduation Timeline.** Program changes typically extend time to degree completion. Students should expect their anticipated graduation date to shift, sometimes by one or more semesters.

## APPROVAL PROCESS

Change of Program requests are reviewed by the Executive Director in consultation with the registrar. Decisions are typically rendered within **14 calendar days** of receipt of a complete request. Approved program changes are effective at the start of the next term unless otherwise specified.

## TO REQUEST A PROGRAM CHANGE

Complete the JBC Change of Program Form (separate document) and submit to the Office of the Executive Director at [admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org) or PO Box 23527, Chattanooga, TN 37422.