



## Change in Academic Program/Major Request

Name \_\_\_\_\_ Student ID or S.S. # \_\_\_\_\_

**I understand the following:**

- A change in my academic program will require following the current catalog and may change my graduation requirements.
- It is my responsibility to meet with an academic advisor to discuss my new academic program.
- A change from non-degree to certificate or degree seeking may require me to complete additional college placement testing. (Contact a Student Success advisor for assistance.)
- If I have submitted official college transcripts, I need to contact the Registrar in the Registration office for re-evaluation.
- If I am receiving funding from one of the offices listed below, I must get the appropriate signature prior to submitting this request, as not all academic programs are eligible for financial assistance.

**Funding source (must be completed):**

- Financial Aid       WIB       Veterans' Benefits       Other

\_\_\_\_\_ **Signature of Funding Source**

***Change of Program***

Old Program Name/Code \_\_\_\_\_  
(The old program name and code are listed on your current AER.)

New Program Name/Code \_\_\_\_\_  
(Please refer to the current college catalog for the new program name and code.)

**Is the new program a Certificate Program?**  No  Yes – **Financial Aid MUST sign this form before you turn it in.**

Please submit completed form to the Registration office. **Allow two business days for processing** before changes appear in Student Planning. *Changes made during the first three weeks of a semester will not appear until the fourth week.*

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Registration Office Use Only**

Change to current catalog year \_\_\_\_\_ Date of Change \_\_\_\_\_  
Advisor \_\_\_\_\_