Change of Curriculum Form

Instructions
Complete All of Section A

• Form can only be filed once per semester.
• Students on F-1 Visa cannot change programs without prior approval from a designated school official.
• A fee of $10 must be paid to the office of student accounts. If your advisor recommends changing your program, this fee may be waived.
• Return the form with the attached receipt to the office of the registrar.
• If you are graduating, you must also file a Graduation Declaration Form.

Section A – To Be Completed By Student

Are you an International Student?  o Yes  o No

Name: ____________________________  First  Last  M.I.
SSN/ID#: ____________________________  Date submitted: ____________________________

Are you a high school graduate or possess a GED?  o Yes  o No
If No, did you pass the Ability to Benefit Test?  o Yes  o No

Current Degree:  o BT  o BS  o AAS  o AOS  o Certificate – Airframe & Powerplant
Current Major: ____________________________  Minor: ____________________________

o Check here, if another institution has sent the College transcripts to evaluate for transfer credit.
Name of College(s)/Institution: ____________________________________________________

Requested Transfer

Degree you want to transfer into:  o BS  o AAS  o AOS
New Major: ____________________________  Minor: ____________________________
Reason for Transfer:  o Financial Aid  o Employment Opportunity/Job Related  o Degree/Program – More Viable
  o Different Expectations/Interest  o Other Please Explain: ____________________________

Section B – Financial Aid Office Only

o Student has previously changed curriculum
o Student has been advised that the transfer will affect TAP/Pell/Loans  o Cleared
Signature/Date: ____________________________

Section C – Academic Review

o Request granted  o Request not granted—see below  o Waive fee
o Request postponed – Until further documentation is attached (i.e. medical, test scores, etc)
Advisor’s signature/date: __________________________________________________________
V.P. or A.V.P, Academic Affairs, signature/date: _______________________________________
Remarks: Request not granted due to the following reasons: ____________________________
  o Accuplacer scores below acceptance  o Academically at-risk (e.g. gpa < 2.0/failed course at least 2 X’s)
  o Pre-tech/remedial  o Other: ____________________________________________________

Section D – Office of the Registrar
Processed signature/date: __________________________________________________________