

Change of Curriculum Form

Instructions Complete All of Sections

- Form can only be filed once per semester. Form is processed at the end of the semester after final grades are received.
- **Students on F-1 Visa and F-1 SACM cannot change programs without approval from a designated school official. They must meet with the designated school official to receive signed approval before starting the process.**
- If changing into any of the Engineering Programs, student must have approval from the Department Chair as well.
- If transferring to the Bachelor's degree, student needs to have a cumulative 3.0 GPA and 2 semesters completed.
- A fee of \$10 must be paid to the office of Student Accounts.

Section A – To Be Completed By Student

****Are you an International Student? Yes No**

First Name: _____ Last Name: _____ M.I: _____

SSN/ID#: _____ Phone #: _____

Current Degree: BS AAS AOS Certificate

Current Major: _____ Minor/option: _____

Requested Transfer

Degree you want to transfer into: BS AAS AOS

New Major: _____ Minor/option: _____

Reason for Transfer: Financial Aid Employment Opportunity/Job Related Degree/Program –More Viable

Different Expectations/Interest Other Please Explain: _____

Check here, if another institution has sent the College transcripts to evaluate for transfer credit.

Name of College(s)/Institution: _____

Student Signature: _____ Date: _____

Section B – Academic Advisor

Request granted Request not granted — see remarks

Remarks: _____

Academic Advisor Signature: _____ Date: _____

Engineering Department Chair Signature: _____ Date: _____

International Designated School Official Signature: _____ Date: _____

Section C – Financial Aid Office

Student has been advised that the transfer will affect: TAP Pell/Loans Institutional Aid

Student has previously changed curriculum

F.A. Advisor Signature: _____ Date: _____

Section D – Student Accounts Office

Processed by: _____ Date: _____

Section E – Office of the Registrar

Approved Not Approved - _____

Registrar Signature: _____ Date: _____