

# Change of Program of Study



## Instructions to student:

1. Before submitting, the student must consult with an academic advisor, success coach or coordinator of the prospective program to discuss MCCC curricula and eligibility for the program.
2. Complete the "Program of Study Request" section of this form.
3. Obtain approval from both:
  - The **academic division advisor, success coach, or coordinator** which offers the program you wish to enter,
  - And the **division dean** of the prospective program.
4. Only fully completed forms will be processed and approved by the Student Records office.
5. **Please check all that apply:**
  - Financial Aid Student
  - First-Time Student
  - Official Transcript Re-Evaluation

## Program of Study Request

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

I request approval to change my program of study as follows:

From: \_\_\_\_\_ To: \_\_\_\_\_  
Old/Current Program New Program

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

## Approval

Program Change Effective: \_\_\_\_\_  
(Please select term: Fall, Spring, Summer) Academic Year

Division Advisor, Coach or Coordinator: \_\_\_\_\_  
Signature Date

Division Dean: \_\_\_\_\_  
Signature Date

Change Advisor to: \_\_\_\_\_  
Name

## For Office of Records and Registration use ONLY

The approved change has been processed by: \_\_\_\_\_  
Signature Date