

Change of Program of Study



Instructions to student:

- Step 1: Consult with your academic advisor, success coach, or coordinator of the prospective program to discuss MCCC curricula and eligibility for the new program.
- Step 2: Completely fill out Section A of this form.
- Step 3: Obtain the required signature under Section B (**continuing students only**).
- Step 4: Submit the fully completed form to the Student Records Office for review. Approved requests will be processed within two business weeks. Incomplete forms will not be reviewed.

Section A	To be completed by the Student
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Student Name: _____ Student ID # _____

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

From: _____ To: _____
Current Program New Program

- I have previously submitted official college transcripts that need to be re-evaluated for my new program
- I wish to keep my current major and only wish to change my catalog year to the most current one
- I have previously submitted proof of High School graduation/GED (needed for acceptance into degree programs)

Student Signature: _____ Date: _____

Section B	To be completed by the Faculty Advisor, Success Coach or Student Advocate
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Program Change Effective: _____
(Please select term: Fall, Spring, Summer) Academic Year

Change Advisor to: _____
Name

Faculty Advisor, Success Coach or Student Advocate: _____
Signature Date

For Office of Records and Registration use ONLY	
The approved change has been processed by: _____	
Signature	Date