

Program Change Request

OFFICE OF ADMISSIONS

Student Name: _____ **Student ID or SS#:** _____

Student Address: _____

Student Phone: _____ Did your mother graduate from college? YES NO
 Did your father graduate from college? YES NO

Current Semester: _____ Semester requesting major to be changed*: _____

***Please note – Majors cannot be changed once the semester has begun. Some exceptions apply.**

Current Program of Study: _____

Desired Program of Study : _____ Degree Diploma TCC

Reason for Change : Academic Difficulty Change in Career/Academic Goals

Student Signature

Date Signed

Please obtain signatures in the section below from Admissions, Financial Aid, and VA if required.

1. Is this the student's first program change? YES NO
2. If NO, Career Scope and a \$10 Program Change Fee will be charged. Please attach receipt and Career Scope Results to this form.
3. Does the student have transfer credit in SHATERM? YES NO

Admissions Officer Comments: _____

Admissions Signature

Date Signed

Financial Aid Comments: _____

Financial Aid Signature

Date Signed

VA Certifying Official Comments : _____

VA Certifying Official

Date Signed

Internal Use - Admissions Office only:

Changed in Banner: By _____ Date _____

Admit Type Checked/Changed: _____ Date _____

PLEASE ALLOW 48 HOURS PROCESSING TIME AFTER THE FORM HAS BEEN SUBMITTED FOR THE CHANGE TO TAKE EFFECT IN BANWEB AND DEGREEWORKS.