

*This form is used to request a change/addition of academic program in the following situations:*

Academic Programs can be changed or added for the *current semester* up to 10 business days after the start of the semester. See the Academic Calendar for specific date. Requests received after the deadline will take effect in the current semester, only if the student registers for any late starting classes *after* the Academic Program Change/Addition Request is processed. Otherwise, the new program will take effect the following semester.

If you have missed the deadline and need to change or add a program for the current semester you can submit a *Petition for Late Program Change/Addition*. There is no guarantee that this Petition will be approved. If you receive Financial Aid you must meet with a Financial Aid Specialist at your campus prior to submitting a *Petition for Late Program Change/Addition* to discuss your options.

**Student Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Student ID \_\_\_\_\_

**Additional Programs**

Please add new/additional program (s) \_\_\_\_\_

Close existing program (s)                      Yes                      No

**Requesting a Minor**

Please add the following minor(s) to my Bachelors:

BS Business Administration

BA Sustainability Studies

BA Human Services

Keep any existing minors

Remove any existing minors

By signing this form, I understand that I should meet with my academic advisor/counselor, to discuss my new program requirements, prior to submitting this request.

**Do you receive Financial Aid?**                      **Yes**                      **No**

By signing this form, I confirm that I understand that changes to my program can impact my financial aid award. I understand that I should discuss my program change with a CMC Financial Aid Specialist. I accept responsibility for any payments or chargebacks that may result from this change.

**Do you receive Veterans Benefits?**                      **Yes**                      **No**

By signing this form, I confirm that I understand that changes to my program can impact my Veterans Benefits. I understand that I should discuss my program change with CMC's Coordinator of Military Services. I accept responsibility for any payments or chargebacks that may result from this change.

**Are you changing your program to pursue the BAS degree?**                      **Yes**                      **No**

I understand that in order to pursue the BAS degree I need to discuss the program requirements with my advisor and obtain their signature below.

Advisor/Counselor \_\_\_\_\_ Signature \_\_\_\_\_

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

**OFFICE USE ONLY**

This request is for the current semester and was received before the deadline.

*Update start date of new program to start of semester.*

This request was received after deadline. Once processed, change/addition will take effect in current semester only if student registers for any late starting classes. Otherwise it will take effect next semester. *Follow up with student.*

Add new program(s)

End Previous Programs(s)

Reassign Advisor/Counselor

Update Catalog Year

Update Home Location

Add minor(s)

**Processor**\_\_\_\_\_ **Date**\_\_\_\_\_

**If the student has requested a Minor please email to Registrar's Office for program adjustments**