

# Change of Curriculum Form

**Instructions**                      **Complete All of Section A**

- Form can only be filed once per semester.
- Students on F-1 Visa **cannot change** programs without prior approval from a designated school official.
- A fee of \$10 must be paid to the office of student accounts. If your advisor recommends changing your program, this fee may be waived.
- **Return** the form with the attached receipt to the **Registrar's Office**.
- **Note:** If you are graduating, you **must** file a Graduation Declaration Form.

**Section A – To Be Completed By Student**

Are you an International Student?  Yes  No

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I: \_\_\_\_\_

SSN/ID#: \_\_\_\_\_ Phone # to be Reached: \_\_\_\_\_

Current Degree:  BS       AAS       AOS       Certificate – Airframe & Powerplant

Current Major: \_\_\_\_\_

**Requested Transfer**

Degree you want to transfer into:  BS       AAS       AOS      **Minor/option:** \_\_\_\_\_

New Major: \_\_\_\_\_

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's Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Section B – Financial Aid Office Only**

Student has previously changed curriculum

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

F.A. Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C – Academic Review**

*\*Engineering Program must have Department Chair Approval\**

Request granted       Request not granted— see remarks       Waive fee

Request postponed – Until further documentation is attached (i.e. medical, test scores, etc)

Academically at-risk (e.g. gpa < 2.0/failed course at least 2 X's)

Other: \_\_\_\_\_

**Remarks:** Request not granted due to the following reasons: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

V.P. or A.V.P, Academic Affairs, Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section D – Office of the Registrar**

Approved       Not Approved - \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_