Change of Major/Degree

Part I
Student: Please complete this section, attach a copy of your unofficial transcript and meet with the chairperson of the requested major to secure his/her approval in Part II below. Submit this form to the Registrar once you have obtained all relevant approvals.

Student ID: ___________________________  Name: _________________________________

Current Major: ________________________  AAS   AS   AA  Cert  (circle one)

Requested Major: _____________________  AAS   AS   AA  Cert  (circle one)

Program Chair: ________________________

If you would like to request a re-set of your Satisfactory Academic Progress (see page 24 of CMCC’s catalog for further information regarding “SAP”), check here _____ and contact the Associate Dean at 755-5370 to secure his approval in Part III below

_____________________________________________________________________________________

Student signature        Date

Part II
Program Chair Action:

Request accepted_____ Student meets program pre-requisites____

Request denied_____ Reason__________________________________________

If student is requesting a re-set of SAP, please indicate on the attached transcript those courses to be neutralized in accordance with the school’s SAP policy. Please contact the Associate Dean at extension 370 if you have any questions regarding this policy.

_____________________________________________________________________________________

Signature of new Department Chair      Date

Part III
Students may request that SAP components be re-set when they officially change major. A re-set of SAP will occur only once during that student’s tenure and requires the permission of the Associate Dean. Please be aware that this action may not necessarily improve your academic standing.

Re-set is approved____________

_____________________________________________________________________________________

Signature of Associate Dean      Date

Office of the Registrar – Division of Student Services