



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 Academic Dean: Office- LPC 106 or at 755-5286 to secure 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 Academic Dean at extension 250 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 Academic Dean. Please be aware that this action may not necessarily improve your academic standing.

Re-set is approved _____

Signature of Academic Dean Date