# 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.**

<table>
<thead>
<tr>
<th>Student ID: ___________________________</th>
<th>Name: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Major: ________________________</td>
<td>AAS  AS  AA  Cert (circle one)</td>
</tr>
<tr>
<td>Requested Major: ______________________</td>
<td>AAS  AS  AA  Cert (circle one)</td>
</tr>
<tr>
<td>Program Chair: ________________________</td>
<td></td>
</tr>
</tbody>
</table>

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**