



## 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