

PROGRAM OPTION CHANGE REQUEST

Students seeking to change their program option status must complete the Program Option Change Request form and submit it to the College Registrar. Students must meet with an academic advisor and the Financial Affairs Officer prior to submitting the request form. Submission of the request does not guarantee approval. Enrollment in courses is subject to space availability.

Student Name: _____ Date: _____

Current Semester/Term: _____

1. From Day Option to Evening/Weekend Option ☐ 2. From Evening/Weekend Option to Day Option ☐

Desired Semester/Term to be Effective: _____

Rationale for Change Request: _____

***I have reviewed the student placement procedure/progression policy in the Student Handbook** ☐ Yes

Student Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

Financial Affairs Officer Signature: _____ Date: _____

For Office Use Only

Date Received by Registrar: _____ Action of Progression Committee: ☐ Approved ☐ Denied

Program Chair/Associate Dean Signature: _____ Date: _____

Student Notified by Registrar via: ☐ Email ☐ Meeting ☐ Phone Notification Date: _____