

MANCHESTER COMMUNITY COLLEGE

CHANGE OF MAJOR / DUAL DEGREE REQUEST FORM

EFFECTIVE DATE FOR CHANGE OF MAJOR POLICY

If a change of major is requested within the defined timeframe for 'dropping a course' within a semester (any time prior to the end of the eighth [8th] calendar day), the change of major will take effect for the current semester. Any requests for change of major after the 8th calendar day of a semester will take effect in the next academic semester, including summer.

STEP I: STUDENT

The student will obtain a "Change of Major / Dual Degree" Form from the Office of Admissions and complete Section I. The student will sign the form and bring it to the Office of Admissions. The Admissions staff will verify program prerequisites and make copies of transcripts from other institutions, if applicable.

Name: _____ Student ID: _____
Phone: _____

I request a CHANGE OF MAJOR

Change of Major

Current Program: _____

____ Degree ____ Certificate ____ Prof. Cert.

Desired Program: _____

____ Degree ____ Certificate ____ Prof. Cert.

DUAL DEGREE

Dual Degree

Current Program: _____

____ Degree ____ Certificate ____ Prof. Cert.

Program to add: _____

____ Degree ____ Certificate ____ Prof. Cert.

Reason for requesting change of major or addition of new program:

Are you currently receiving Financial Aid? Yes (Must meet with Financial Aid Office) No

I understand that this request will be reviewed by appropriate college officials and that some courses previously taken may not apply to my new program. **Further, I understand my major is not officially changed until I receive an official letter from the Office of Academic Affairs.**

Student Signature

Date

STEP 2: ADMISSIONS

If the new major is one that requires an interview, the student will be directed to meet with the program coordinator for that major. If approved, the program coordinator signs the form. Students on Financial Aid must meet with staff in that office. Students not on Financial Aid will have their form forwarded to the Academic Affairs Office.

New Program pre-requisites reviewed: Yes No

Additional meetings required: Yes No If yes, with whom:

Transcripts from a previous college/s attended: Yes No
(please attach copy)

Admissions Staff Member

Date:

Program Coordinator (IF APPLICABLE)

Date:

Comments:

STEP 3: FOR STUDENTS WITH FINANCIAL AID

Students with Financial Aid must meet with the Financial Aid Office

Change of Major / Addition of new program recommended: Yes No

Financial Aid Office

Date

I have reviewed the impact of financial aid on my new degree program and wish to complete the change of major/dual major process.

Comments:

Student

Date

STEP 4: ACADEMIC AFFAIRS OFFICE

The Academic Affairs Office will make the final decision on the student's ability to change his/her major. A new degree audit will be completed and sent to the student, the former academic advisor and the new academic advisor. In addition, the Registrar's Office and the Financial Aid Office will be notified.

Request: Approved (Effective semester: _____) Denied

Reason: _____

Academic Affairs Office

Date

MANCHESTER COMMUNITY COLLEGE
1066 FRONT STREET, MANCHESTER, NH 03102-8518
PHONE: (603) 668-6706 □ FAX: (603) 668-5354 WWW.MANCHESTERCOMMUNITYCOLLEGE.EDU