

Students desiring a change of program or area of concentration must follow these steps:

1. **Complete this form and bring it to the Chair of the new Program or Concentration for approval. Certain programs and concentration changes require an audition or interview. If approved, please return this form to the Registrar's Office.**
2. The Registrar's Office will complete a *Degree Progress Audit* (DPA) for your new program/concentration and update any transfer credits as needed.
3. Program changes must also be vetted through the Academic Standards Committee. The Committee will review your request and the Registrar's Office will advise you of the decision via your @ftc.edu email account. If necessary, a new Academic Advisor will be communicated to you at this time. This email will serve as your official acceptance letter.
4. If you are approved, please take time to discuss your time-to-graduation with a Financial Aid representative. If your graduation date has changed, please let them know as it may affect your Aid.
5. Then make an appointment to meet with your Academic Advisor to ensure that your registration for the next semester is appropriate.

<b>Student Name</b>		<b>Last 4 of FTC ID#</b>	x	x	x	x	x	x						
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**What is your current program/major area of concentration?** If you are unsure, see the reverse for program information.

PROGRAM: \_\_\_\_\_ MAJOR AREA OF CONCENTRATION: \_\_\_\_\_

**What program/major area of concentration do you wish to pursue?** If you are unsure, see the reverse for program information.

PROGRAM: \_\_\_\_\_ MAJOR AREA OF CONCENTRATION: \_\_\_\_\_

**Why do you want to change your program/major area of concentration?** Feel free to attach a statement if you'd prefer.

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*I understand that I must follow the degree requirements of the new program/major area of concentration as they are listed in the most current academic catalog, which may delay my time-to-graduation.*

\_\_\_\_\_  
Student's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Chair's Signature (of the new program or concentration) \_\_\_\_\_  
Date

*Office Use Only:*

**The Academic Standards Committee has**  **approved**  **denied** **this request.** Catalog Year: \_\_\_\_\_ Effective Semester: \_\_\_\_\_

New advisor, if necessary: \_\_\_\_\_ New graduation date, if necessary: \_\_\_\_\_

\_\_\_\_\_  
Registrar's Office Representative \_\_\_\_\_  
Date