

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.

Student Name		FTC ID#						
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What is your current program/major area of concentration? If you are unsure, see the reverse for program information.

PROGRAM AND CONCENTRATION: _____

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

PROGRAM AND CONCENTRATION: _____

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

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 (Type Name to Sign)

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

**Bachelor of Music (Mus.B.) in
Performance**

Major Areas of Concentration:

- Audio Recording Technology
- Composition
- Music Entertainment/Industry Studies
- Performance
- Songwriting

Bachelor of Music (Mus.B.) in Music Education

Major Areas of Concentration:

- Instrument
- Voice/Piano/Guitar

Bachelor of Science (BS) in Mass Communication

Major Areas of Concentration:

- Broadcasting
- Journalism
- Audio Recording Technology
- Live Entertainment and Media Production

Bachelor of Fine Arts (BFA) in Interactive Media Arts**Bachelor of Fine Arts (BFA) in Film and Television****Bachelor of Fine Arts (BFA) in Theatre Arts**

Major Area of Concentration:

- Acting
- Musical Theatre
- Theatrical Design and Technology

**Bachelor of Business Administration (BBA) in
Business Management**

Major Area of Concentration:

- Audio Recording Technology
- Business Management
- Music Entertainment/Industry Studies
- Marketing

Associate of Arts (AA) in Liberal Arts

Major Area of Concentration:

- Liberal Arts
- Music and Entertainment Industry
- Theatre
- Audio Recording Technology

**Associate of Science (AS) in
Business Administration****Associate of Applied Science (AAS) in
Business Management**

Major Area of Concentration:

- Audio Recording Technology
- Business Management
- Music and Entertainment Industry

Associate of Applied Science (AAS) in Performance**Associate in Applied Science (AAS) in Interactive
Media Arts**