

Procedure 3.2503

Change in Program of Study Procedure

Students who wish to change their program of study must complete appropriate forms from the Admissions Office. These changes will be effective the following semester. The dean of the receiving division has the prerogative to stipulate conditions for approving change. These stipulations will be communicated to the student and vice president of student services.

Students are allowed to change their Program of Study two times in one academic year. If a student wants to change their program of study more than two times in the same academic year, they will be referred to the director of counseling for educational and/or career counseling.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Academic Support Services Policy](#)

History

Leadership Council Review/Approval Dates: *12/8/2017*

Senior Staff Review/Approval Dates: *04/11/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*