



Application for a Change of Programme

Students in a certificate, diploma or degree programme who have completed one semester at BTVI **may change their major area of study** by requesting a change of programme. **Students may request a change of major only.** Students may not change from one programme level to the next: from a certificate to a diploma or a degree programme, etc.

Students should meet first with their academic advisors to review the requirements of the new programme. Students must submit a completed *Application for a Change of Programme* along with a copy of their degree audit and a copy of the new programme of study to the Office of Student Affairs by the first week of the semester or the last day of late registration.

Students must meet direct entry requirements into the new programme. Changes in programme become effective at the start of the following semester.

Student's Name: _____ BTVI ID #: _____

Student's Email Address: _____ Cell Phone: _____

Current Programme (Select One): Associate Degree Diploma Certificate

Current Major (*attach degree audit*): _____

New Proposed Major (*attach copy of programme of study*): _____

Reason for Requesting a Change in Major: _____

Student's Signature: _____ Date: _____

Academic Advisor's Signature: _____ Date: _____

Dean of Student Affairs' Signature: _____ Date: _____

(This confirms that the student has met with a Counselor in Student Affairs to discuss the change in programme.)

FOR OFFICIAL USE ONLY

Application: Denied / Reason for Denial: _____

Application: Approved / Name of New Academic Advisor: _____

Signature: _____ Date: _____

Head of Department, New Major

Signature: _____ Date: _____

Dean Responsible for Programme of Study