POLICY NUMBER	RO-23-02-001
TITLE OF POLICY	Change of Programme
DATE OF ADOPTION	Spring 2023
SUPERSEDES	Change of Programme Policy, 2016
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2028
PURPOSE OF THE POLICY	To establish the procedures by which students may request a change of programme
REVISION NUMBER	Version 1
ACCOUNTABILITY	Office of the Registrar
RELATED POLICIES/PROCEDURES	Policy on Academic Advising Policy on Admissions and Entry Requirements Policy on Associate of Applied Science Degree Programmes Policy on Diploma and Certificate Programmes
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) recognises that, once admitted into a programme of study, the interests and/or career aspirations of students may change. As a result, students may no longer wish to pursue the major area of study in the certificate, diploma or degree programme into which they had been accepted. To support student success and help students achieve their academic and career goals, BTVI provides opportunities for students to change their programme of study.

2.0 Scope

This policy applies to all academic programmes and establishes the procedures by which students may request a change of programme.

3.0 Policy

3.1 Students who are pursuing requirements towards a certificate, diploma or associate of applied science degree may change their major area of study by requesting a change of programme. Students may request a change of major only; they may not change from one programme level to the next, for example, from a certificate to a diploma or a degree programme, etc.

3.2 Students are eligible for a change of programme provided they:
    3.2.1 are enroled in a certificate, diploma or degree programme;
    3.2.2 have completed at least one semester of study at BTVI; and
    3.2.4 satisfy direct entry-level requirements into the new proposed programme.

3.3 Students should meet with their academic advisors to discuss the possible change in programme and review the requirements of the new proposed programme as programmes of study may have different requirements.

3.4 Credits earned to fulfil requirements in one programme of study may not be applicable to another programme.

Submission of the Change of Programme Application

3.5 After meeting with their academic advisors, students must submit a completed *Application for a Change of Programme*, along with their degree audit and a copy of the new proposed programme of study, to the Office of Student Affairs by the first week of the semester or the last day of late registration as published in the Academic Calendar.

Evaluation and Administration of the Change of Programme Application

3.6 The Office of Student Affairs shall:
    3.6.1 meet with the student to discuss the request for a change of programme.
    3.6.2 forward the *Application for a Change of Programme* along with the degree audit and the new proposed programme of study to the Head of Department (HOD) responsible for new programme.

3.7 Within five (5) business days of receipt of the application, the HOD responsible for the new programme shall review the application to determine whether the student is eligible for a change of programme.
    3.7.1 In those instances in which students are ineligible for a change of programme, the HOD shall advise the Office of Student Affairs which will advise the student.
    3.7.2 In those instances in which students are eligible for a change of programme, the HOD shall approve the application and forward it to the relevant Dean for final approval and onward submission to the Office of the Registrar to effect the change in programme. The HOD shall:
        3.7.2.1 assign an academic advisor to the student.
        3.7.2.2 notify the Office of Student Affairs.

3.8 Changes in programmes of study become effective at the start of the following fall or spring semester.

3.9 Changes in programme shall be reflected on individual student records in the BTVI Student Information System.