

REQUEST FOR CHANGE OF PROGRAM TYPE

Name: _____ **Student ID:** _____

Current Undergraduate Program Type: Traditional Semester Program Adult Baccalaureate Degree (ABD)

Major(s): _____

I wish to change to the following program type:

Traditional Semester Program Adult Baccalaureate Degree (ABD)

I request that this change be effective the beginning of the next semester (Cannot be current or past semester.):

Fall Semester Spring Semester Summer Semester Year: _____

Reason for change: _____

Change of Program Type Policies:

- A change of program type can be made only if the student's declared major is offered under both program types. The following majors are currently offered under both program types: Business, Liberal Studies, and Psychology.
- Tuition assessment is based on 50% or more of a student's coursework being associated with a given program type. If a student's coursework is divided equally, then the type that has the higher tuition rate will be used.
- I understand that this change is not retroactive and will not affect the current or past terms. I also understand that this change will be permanent.

Student's Signature: _____ **Date:** _____

Approval Signatures:

Academic Advisor: _____ **Date:** _____

Financial Aid: _____ **Date:** _____

Student Accounts: _____ **Date:** _____

Registrar: _____ **Date:** _____

Data Entry: Add Former Program Type Change Program Type
 Update Degree and Major Assign new advisor (If necessary.)

Effective Date (Based on semester indicated above.): _____

Distribution: Student, Registrar, Student Accounts, Financial Aid, Academic Advisor