

Date: _____

Request for Change of Academic Program Form

Selection of a new program, additional major (2nd major), and/or minor or certificate may change projected graduation date. Although the academic advisor should be consulted on matters of curriculum, the ultimate responsibility for decisions on the student's program of study remains with the student. Each student holds the ultimate responsibility to understand degree requirements and to plan for orderly fulfillment.

To be completed by **STUDENT**—please print:

Name: _____ Student ID#: _____
(Last) (First) (M.I.)

INTENDED LOAD: Full-time Part-time

Current College: College of Arts and Sciences College of Business College of Engineering

Proposed College: College of Arts and Sciences College of Business College of Engineering

PROGRAM INFORMATION

DEGREE: Associates Bachelors Master's Doctoral

CURRENT:

PROPOSED:

Major: _____

2nd Major: _____

Minor: _____

2nd Minor: _____

Certificate: _____

2nd Certificate: _____

Catalog Year: _____

Reason for Change: _____

Student's Signature: _____ Date: _____

SUBMIT THIS FORM TO THE ACADEMIC DEAN'S OFFICE OF PROPOSED ACADEMIC PROGRAM.

To be completed by ACADEMIC DEAN'S OFFICE OF STUDENT'S PROPOSED NEW COLLEGE/PROGRAM

Dean's Approval: Yes No

Signature: _____ Date: _____

Change Advisor to: _____

Degree Audit Reviewed with Student using
Self-service or first in Colleague

Initials: _____ Date: _____

Submit this form to ENROLLMENT SERVICES

To be completed by ENROLLMENT SERVICES

Program/Catalog updated in Student Record Initials: _____ Date: _____

Advisor updated in Student Record Initials: _____ Date: _____

Student Intended Load updated Initials: _____ Date: _____

Student, Advisor, and Dean's Office notified
(Information sent) Initials: _____ Date: _____

Degree Audit Exceptions Initials: _____ Date: _____

Additional questions regarding changing a program should be directed to the Dean's Office of the appropriate College. College and department contact information is below.

**College of Arts and Sciences
Herman Hall Room 205**

Phone: 413-782-1279

Email: artsandsciences@wne.edu

Dr. Ann Kizanis, Associate Dean

Email: akizanis@wne.edu

Ann Marie Lovotti, Academic Coordinator

Email: alovotti@wne.edu

**College of Business
Churchill Hall Second Floor C214**

Phone: 413-782-1231

Email: collegeofbusinessoffice@wne.edu

**College of Engineering
Sleith Hall Room 101**

Dr. Richard Grabiec, Assistant Dean

Email: richard.grabiec@wne.edu

Phone: 413-782-1271

Mary Beth Garlick, Academic Coordinator

Email: marybeth.garlick@wne.edu

Phone: 413-796-2238