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:

Major: ____________________________________________________________

2nd Major: ________________________________________________________

Minor: __________________________________________________________

2nd Minor: ________________________________________________________

Certificate: ______________________________________________________

2nd Certificate: __________________________________________________

PROPOSED:

Major: ____________________________________________________________

2nd Major: ________________________________________________________

Minor: __________________________________________________________

2nd Minor: ________________________________________________________

Certificate: ______________________________________________________

2nd Certificate: __________________________________________________

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
Dr. Josie Brown, Assistant Dean
Email: josie.brown@wne.edu
Ann Marie Lovotti, Academic Coordinator
Email: alovotti@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

**College of Business**
Churchill Hall Second Floor C214
Phone: 413-782-1231
collegeofbusinessoffice@wne.edu
Kara Kapinos, Assistant Dean for Undergraduate Studies, C218
Email: kara.kapinos@wne.edu
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