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Mitchell Technical Institute

1800 East Spruce St. • Mitchell, South Dakota 57301 • (800) 684-1969 • www.mitchelltech.edu

REQUEST FOR CHANGE OF ACADEMIC PROGRAM/ADVISOR

Student Name _____

Student ID Number _____ Today's Date _____

Changing programs is an important decision with far-ranging implications. We urge students to consult with Admissions, Financial Aid, current advisor, and a faculty member in the new program, before taking action.

MAJOR/PROGRAM INFORMATION:

Current Major/Program _____

New Major/Program Request _____

Student Signature

Date

*Student must complete form and **submit to the MTI Admissions Office** to initiate change of program request. Student is not officially accepted into new program until Admissions Office has approved and letter of acceptance is processed.*

OFFICE USE ONLY:

Request processed by Admissions Office
Processed _____

- Change approved
- Change denied (Reason: _____)
- Maintain Candidacy Updated
- Laptop upgrade needed; contacted IT Dept

Processor Initials _____

Updated graduation date to _____
Semester/Year

Request processed by Registrar's Office Date
Date Processed _____

- Degree History Updated
- Advising AIMS Updated
- Informed Foundation/Financial Aid/Retention

Processor Initials _____

New Advisor _____