MITCHELL TECHNICAL COLLEGE

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 Mitchell Tech 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
Date 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 Processed_____
____ Degree History Updated
____ Advising AIMS Updated
____ Informed Foundation/Financial Aid/Retention

Processor Initials _____
New Advisor _____

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Mitchell Technical College is accredited by the Higher Learning Commission (www.hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.