



Date Request Received:

PROGRAM CHANGE REQUEST FORM

It is recommended that you discuss your program change with your current Faculty Advisor and your potential new Faculty Advisor before filling out this form. The date effective for a program change is the upcoming term. Submit this form to the Registrar's Office along with your Program Change fee of \$25. You may choose to have an interview with the Registrar and you will approve your program change.

Section One: to be completed by the student			
Name:			
Student Number:		Phone Number:	
E-mail:			
Current Program:			
Desired New Program:			
State Reason for Change: <i>(Please indicate if you are requesting to change your program mid-term due to extraordinary circumstances.)</i>	OR <input type="checkbox"/> to Graduate by: _____		
Are you currently receiving financial aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Note: if you plan to graduate at the upcoming graduation ceremony, you must submit an Application to Graduate form by the published deadline.</i>			

Section Two: office use only			
Fee Received:		<input type="checkbox"/> Waived	
Effective Date of Program Change:	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring
<i>I realize that by changing programs some credits may not be transferable and that this may cause scheduling problems. I recognize that my graduation may be delayed if the courses I want are not offered at the exact times I need them. I am willing to take this chance and I will not hold Heritage College & Seminary responsible for any scheduling conflicts created by this change. My signature below signifies my agreement with this:</i>			
Student Signature:		Date:	
Registrar's Signature:		Date:	
Faculty Advisor Signatures:			
	Former Faculty Advisor Signature		New Faculty Advisor Signature

