



Date Request Received:

PROGRAM CHANGE REQUEST FORM

1. It is recommended to discuss your program change with your current Faculty Advisor **and** your potential new Faculty Advisor *before* filling out this form.
2. Financial aid (OSAP, etc) students, first discuss implications with Kirsha kfitzgerald@heritagecs.edu
3. Complete **all** required fields on the form. Check **all** required boxes where applicable.
4. Submit completed application to the Registrar's office or email sbrubacher@heritagecs.edu

**I realize that by changing programs some credits may not be transferable. This may also 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.*

Section One: to be completed by the student *required fields			
*Name:			
*E-mail:			
*Student Number:		Phone Number:	
*Current Program:		*Current GPA:	
*Desired New Program:			
*Requested Term of Program Change:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring		
*Are you currently receiving financial aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*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:		
*Do you plan to graduate with the current program?	<input type="checkbox"/> Yes, you must submit an Application to Graduate form by the published deadline. <input type="checkbox"/> No		

Section Two: office use only			
\$25 Fee applied to account:		<input type="checkbox"/> Waived	
Approved Term of Program Change:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring		
<input type="checkbox"/> <i>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	