
Procedure: Change of Program

Procedure Number: 3.8

Policy Reference: 1.1

Authority: College President

Revised: July 14, 2009

A. Purpose

The purpose of this procedure is to provide a simplified means for students to change academic programs within the College, to notify affected departments and divisions of students' desire to change programs, to assure that students are properly assimilated into their new programs, and to assure that students are informed of administrative consequences associated with changing degree programs.

B. Terms

Chair Designee – Person designated by the Department Chairperson to approve changes in programs and authorized to explain administrative consequences associated with changing degree programs.

Form – Refers to the Change of Program Form

GPA – Grade Point Average

C. Responsibilities

1. A student interested in changing her/his program of study meets with the Department Chair/Chair Designee responsible for the new degree program.
2. The Department Chair/Chair Designee reviews or schedules to review with the student the requirements of the new program and explains possible impacts or consequences regarding such matters as academic progress, transfer credit, time to graduation, academic standing, and financial aid. The Department Chair/Chair Designee makes it clear to the student that it is **the student's responsibility** to follow up with the appropriate offices if he/she has questions about Checkboxes 3 and 4. If the student still wishes to change her/his program of study, **the student** will complete the Student Checklist.
3. The Department Chair/Chair Designee and the student then sign the Change of Program Form.

4. After the student has followed up with the appropriate offices, the student takes the Change of Program Form to his/her current Department Chair/Chair Designee for her/his signature.
5. After signing, the current Chair/Chair Designee distributes copies of the Change of Program Form according to the protocol at the bottom of the form.
6. The new Division/Department subsequently requests that the student's academic folder be sent by the former Division/Department to the new Division/Department.

D. Procedure

1. Any student wishing to change his/her Program may request a Change of Program Form from the Registrar's Office. A change of program must have the approval of the new Department Chair/Chair Designee and the signature of the current Department Chair/Chair Designee.
2. The Change of Program Policy is administered under the following criteria:
 - a. All previous courses and grades will remain on the permanent record
 - b. The academic standing of the student at the time of the Change of Program will be maintained. For example, a student on probation at the time he or she applies for the change will remain on probation. Students who have been dismissed must file a petition with the Dean of the Division that sponsors the new program.
 - c. The student will be bound by the graduation requirements of the catalog current at the time of the program change.
 - d. Graduation GPA is calculated on the requirements of the new program degree requirements and not necessarily the overall GPA.

E. Exclusion

The Change of Program Form may not be used for transfer into any Broome Community College degree program with competitive admissions.

References

Broome Community College Procedure 3.8, November 2, 1994, Revised May 12, 2009.