

Procedure:	Change of Program	Procedure No.:	AA4006.1
Authority:	College President	Associated Policy Reference No.:	AA4006
Procedure Owner:	VP Academic Affairs	Responsible Party:	Registrar
Approved:	Broome Community College Procedure 3.8, November 2, 1994, Revised May 12, 2009. Revised July 14, 2009.		
Revised:	Revised March 29, 2022		

Purpose

The purpose of this procedure is to provide guidelines for students who wish to change their academic program.

Statement of the Procedure

1. A student interested in changing their program of study must meet with their Academic Advisor to initiate the process.

2. A Change of Program 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.
 - 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.

If, after meeting with their Academic Advisor, the student makes the determination they wish to change their program of study, the student completes the Change of Program form.

Students interested in changing their program of study into a competitive admissions program will need to meet established admissions criteria and processes. Change of Program Form may not be used.

Related Policies (by number)

AA4006 Academic Code Policy

To whom it applies (title or department)

This procedure applies to students at the College who are registered in an academic program.

General Guidelines

Definitions

Appendix

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

Forms for further clarification of procedure

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>ex. Created</i>	01/01/2020	SC	<i>ex. Director Sponsored Programs</i>
Revised	03/2/2022	PH	VP Academic Affairs