



STUDENT REQUEST FOR A CHANGE OF ACADEMIC PATHWAY

Effective June 27, 2016

READ THE IMPORTANT NOTES ON THIS PAGE BEFORE COMPLETING THE FORM (ON THE SECOND PAGE)

Students who complete and submit this form for processing are requesting to change their currently declared academic plan (i.e., psychology, business) and/or academic Program (i.e., non-degree to AA, /AS to College credit certificate). You must complete required information on this form and sign and date it (at the bottom). After completing the form, follow the instructions at the bottom of the form to submit it. If you have any questions about changing your academic pathway, contact your assigned advisor or email the [Advisement & Career Services department at your campus](#).

IMPORTANT INFORMATION:

1. Students receiving--or planning to receive--Federal Financial Aid (Pell Grant):

- **Changing your academic pathway may affect your eligibility to receive Federal Financial Aid.**
- **Once you graduate your academic pathway changes to “ND-Student has a Degree” and you are not eligible to receive financial aid.**
- **If you plan to complete additional programs after you graduate, it is your responsibility to request that your academic pathway be changed. If you fail to do so you will not be eligible to receive Federal Financial Aid.**
- **Check with your Financial Aid Advisor before completing and submitting this form.**

2. Students who cannot use this form to request a change of academic pathway are:

a. International Students (F1 Visa)

- International Students must see their Advisor/Coordinator in the International Student Services Department

b. Students who are receiving Veteran’s benefits

- Students receiving Veteran’s benefits must see the Veteran Coordinator in the Registrar’s Office

c. Students who wish to change their type of program from College Credit to Vocational Credit or vice versa.

- Associate or College Credit students who want to change their type of program to Vocational Credit must complete the “Application for Vocational Credit Courses and Programs” Form, accessible online at <http://www.mdc.edu/Forms/AdmApp-V.pdf>.
- Vocational Credit students who want to change their type of program to College Credit must complete the “Application for Admission or Readmission to College Credit Courses and Programs” Form, accessible online at <http://www.mdc.edu/Forms/AdmApp.pdf>.

d. Students who wish to apply for MDC’s Bachelor’s Degree Programs (these programs require completion of a supplemental form, which is available in the Office of Admissions).



STUDENT REQUEST FOR A CHANGE OF ACADEMIC PATHWAY/ PLAN

PROVIDE YOUR INFORMATION BELOW

Last Name:	
First Name:	
Student ID:	
E-mail Address:	
Phone #:	()

ARE YOU CURRENTLY ENROLLED	YES 	NO 	IF YES, CHANGE WILL BE EFFECTIVE AT THE END OF TERM PLUS 4 DAYS.
ARE YOU A VETERAN	YES 	NO 	
ARE YOU AN INTERNATIONAL STUDENT	YES 	NO 	

COMPLETE YOUR CHANGE OF ACADEMIC PATHWAY/PLAN INFORMATION

(A list of available pathways is accessible at the following web site: <https://sisvsr.mdc.edu/ps/sheet.aspx>)

	Type of Degree or Certificate (such as “AA” or “AS”)	Name of Program (such as “Accounting”)	5-Digit Program Code
CURRENT Academic Pathway/Plan: (incorrect academic pathway)			
NEW Academic Pathway/Plan: (correct academic pathway/Plan)			

A change in an AA pathway requires that you update your transfer institution and transfer program of study. Below, please indicate your new transfer institution and new transfer program of study.

New Transfer Institution		New Transfer Plan/ Pathway	
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I, THE UNDERSIGNED, UNDERSTAND THE PURPOSE OF THIS FORM AND AUTHORIZE MDC ADVISEMENT SERVICES PERSONNEL TO CHANGE MY ACADEMIC PATHWAY, AS REQUESTED ON THIS FORM.

I understand that this change may impact my eligibility to receive financial aid, may cause my financial aid award to be removed and result in a financial obligation. Check with your Financial Aid Advisor before completing and submitting this form.

Student’s Signature:		Date Signed:	
Advisor’s Signature:		Date Signed:	

Submit completed form in person, by fax or email to:

Your assigned advisor or [Advisement and Career Services department at your campus](#)

It will take approximately two (2) weeks for this request to be completed.