



## Program of Study Change Form

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Email: \_\_\_\_\_@my.gvltec.edu Contact Phone: \_\_\_\_\_

***The changes on this form will not be processed unless it is accompanied by current photo ID.***

**Indicate change desired:**

- Change Start Term: from \_\_\_\_\_ to \_\_\_\_\_
- Additional program (major) – **Justification Required**
- Change a program

Program to add	Degree Level (Associate, Diploma, Certificate)	Semester Effective	Program to close	Semester Effective

**Reason for making program change:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Changed from certificate /diploma to associate degree</li> <li><input type="checkbox"/> Need transferable courses</li> <li><input type="checkbox"/> Chose the wrong program (major) when I applied</li> <li><input type="checkbox"/> Was not accepted into a program (major)</li> <li><input type="checkbox"/> Changed my mind after taking classes in the program (major)</li> <li><input type="checkbox"/> Changed my mind after talking with advisor or instructor</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Changed my mind after using 'Career Coach'</li> <li><input type="checkbox"/> Changed my mind after attending a Career Talk</li> <li><input type="checkbox"/> Changed my mind after visiting Career Service</li> <li><input type="checkbox"/> Program location is not convenient</li> <li><input type="checkbox"/> Frozen program (no longer offered)</li> <li><input type="checkbox"/> Other _____</li> </ul> |
|--|---|

**If you are receiving Federal Student Financial aid (Pell grant, Work Study, loans, etc.), you will need to discuss changing your major and your financial aid status with financial aid staff.**

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Office Use Only:*

Advising \_\_\_\_\_ Date: \_\_\_\_\_

Multiple Program Justification (if applicable):  
 \_\_\_\_\_  
 \_\_\_\_\_

Admissions: \_\_\_\_\_ Date: \_\_\_\_\_

Student Records: \_\_\_\_\_ Date: \_\_\_\_\_