STUDENT REQUEST FOR A CHANGE/ADD OF ACADEMIC PLAN/PROGRAM

Effective March 2020

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 Associate, or a to College Credit Certificate) to a different Academic Plan/Program. Students must complete the required information on this form and electronically sign and date it. The form must be emailed with all required information to the Advisement Office at their respective campus:

- North – Anorth@mdc.edu
- Kendall – kadvise@mdc.edu
- Wolfson – Wadvisement@mdc.edu
- Medical – Madvisement@mdc.edu
- Homestead – hadvisement@mdc.edu
- Padron – PAdvisement@mdc.edu
- Hialeah – hiadvisement@mdc.edu
- West – Westadvisement@mdc.edu

IMPORTANT INFORMATION:

1. **Students receiving--or planning to receive--Federal Financial Aid (Pell Grant, Loans, Work Study):**
   - **Important to check with a Financial Aid Advisor before completing and submitting this form.**
   - **Changing the Academic Plan/Program may affect eligibility to receive Federal Financial Aid.**
   - **Once students graduate, their Academic Plan/Program changes to "ND-Student has a Degree" and are not eligible to receive financial aid.**
   - **After graduation from MDC, if students plan to continue enrollment and pursue an additional Academic Plan/Program at MDC, it is their responsibility to request that their Academic Plan/Program is changed.**

2. **Students who require approval prior to requesting a change of academic program/plan are:**
   a. **International Students** (students who hold a F1 Visa)
      - International Students must contact their ISS Advisor/Coordinator in the International Student Services Department.
   b. **Students who are receiving VA Educational benefits**
      - Students receiving VA Educational benefits should contact the VA representative prior to changing their Academic Plan/Program and must notify the Office of Veteran and Military Services by email at veterans@mdc.edu.

3. **Students who wish to change their type of program from College Credit to Vocational Credit or vice versa.**
   a. **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/admissions/.

   b. **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/admissions/.

4. **Students who wish to have their external (transfer) credits re-evaluated** should check the box indicating completion of external credits. The Advisement and Career Services Department will forward your request to the Transcripts Evaluation Office. It is important to note that doing so may impact the applicable credit hours applied toward the new academic pathway.

5. **Students admitted into a select program** such as those in the medical field must have their **home campus** changed to where the program is based.

NOTE: Students who wish to apply for MDC's Bachelor's Degree Programs must apply online by selecting *Apply for a Bachelor's Program* at http://www.mdc.edu/admissions/.

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PLEASE CHECK WITH YOUR FINANCIAL AID ADVISOR BEFORE SUBMITTING THIS FORM.

Allow up to two (2) weeks for processing the change/add of Academic Plan/Program

First Name:	**Last Name:**
Student ID #:	**Phone #:**
E-mail Address:	
What term are you requesting the change for?	

ARE YOU CURRENTLY ENROLLED IN CLASSES?	YES	NO	
ARE YOU RECEIVING VETERAN'S EDUCATIONAL BENEFITS?	YES	NO	
ARE YOU AN INTERNATIONAL STUDENT?	YES	NO	
DO YOU HAVE EXTERNAL (TRANSFER) CREDITS?	YES	NO	Transfer credits could be applicable towards completion of your new academic plan/program. If you indicate that you have transfer credits, your transcripts will be reviewed again by Transcript Evaluation.

REQUEST TO CHANGE YOUR ACADEMIC PLAN

For a list of available Academic Plans, **click here**.

	Name of Plan (ex.: Accounting)	5-Digit Plan Code
CURRENT Academic Plan:		
NEW Academic Plan:		

REQUEST TO CHANGE/ADD YOUR ACADEMIC PROGRAM

(Complete this section to change/add your Academic Program. Example: changing from Non-Degree to an AA)

	Type of Degree or Certificate (ex.: AA or AS)	5-Digit Plan Code	Select ONE Only
CURRENT Academic Program:			
NEW Academic Program:			**Change** ☐ **Addition** ☐

If you are changing your Academic Program to an AA, you are required to declare a transfer institution and transfer program of study. List your desired transfer institution and transfer program of study in the box below.

Transfer Institution		**Transfer Program of Study**	

I, _____, understand the purpose of this form is to authorize MDC's Advisement & Career Services personnel to change my Academic Plan/Program. I also understand that this change may affect my eligibility to receive financial aid, may cause my financial aid award to be removed and result in a financial obligation.

Student's Signature:		**Date:**	
Advisor's Name/Signature :		**Date:**	

Submit completed form in person to your advisor or the Advisement and Career Services department at your campus.

FOR OFFICE USE ONLY

Processed by: _____ Date: _____

Forward to Transcripts Evaluation Office? ☐ Yes ☐ No