

PROGRAM CHANGE FORM

1 Complete all required parts and obtain necessary signatures

Students shall declare only one program of study at a time to ensure they have a defined pathway of study comprised of classes which reflect their primary educational goal. Degree and diploma programs with additional stackable credentials (fully contained within the primary program) may be added as secondary programs without further approval. Students who wish to pursue multiple programs of study in different disciplines at the same time must seek approval from their faculty advisor, dean, and the Senior Vice President of Instruction.

- If you are wanting to pursue a program of study classified as limited enrollment (health-related program, EMS, Cosmetology, Aviation, Paralegal) you **MAY NOT** use this form.
- If you are a CCPP or EMC student, you **MAY NOT** use this form.
- If you are wanting to pursue multiple programs of study in different disciplines at the same time, you **MAY NOT** use this form.
- If you are a **student athlete**, receive **veteran's benefits**, and/or participate in the **F1 Visa** program, you **MUST** get the signature of a representative in those areas prior to submitting this form.
- If you receive financial aid, you are **strongly recommended** to speak with a financial aid staff member to see how a program change could impact your aid.
- You are **encouraged** to speak with your Faculty Coach or Success Coach to discuss how a change of program will impact your future enrollment.
- When you complete a program change form, you will be moved to the **most recent catalog year**.
- Faculty Coaches and Success Coaches are assigned at the end of each month.

GTCC Student ID Number	Full Name (First Middle Last)
Phone Number	GTCC Email

Primary Program of Study			
Program Code (e.g., A10100)	Program Title (e.g., Associate in Arts)	Program Type (e.g., Degree)	Term to Make Active (e.g., Fall 2023)

2 Meet with your Faculty Coach or Student Success Coach to revise your academic plan

Faculty Coach or Student Success Coach Signature	Date
Advising holds will be added if forms are submitted without a faculty or student success coach's signature.	

3 Affirm the statement below by checking the box:

- ☐ I understand that by submitting this form, all previous active programs of study, excluding directly related programs or stackable credentials, which I have declared will be closed.

4 Sign and date

Student Signature	Date

5 Obtain any additional required signatures (see back of form) before submitting to records@gtcc.edu or the Records Office, Medlin Campus Center, Suite 3500

Student is responsible for obtaining necessary staff signatures prior to submitting this form.

Athletics Signature (required for student athletes)

Signature:

Date:

Notes:

Veteran's Representative Signature (required if receiving Veteran's benefits)

Signature:

Date:

Notes:

F-1 Visa Advisor Signature (required for international students attending on an F-1 Visa)

Signature:

Date:

Notes:

Financial Aid Signature (recommended for students receiving financial aid or scholarships)

Signature:

Date:

Notes:

Records Processing Signature

Signature:

Date:

Notes: