Schoolcraft College®

About this Form

Students who decide to change their program or catalog year, will need to submit this form. This form is for current degree-seeking students only.

Please Read Carefully :

- Change of program or catalog year forms submitted prior to the add/drop period will be processed within 1-3 business days for the current semester.

- Change of program or catalog year forms submitted after the add/drop period will become effective at the beginning of the following semester.

- Changing a program of study can affect Financial Aid eligiblility. Federal financial aid will only pay for courses required in the student's program of study.

- There is no guarantee that earned credit or transfer credit from one program will apply to another. All future courses taken must apply to the new program or catalog year.

- It is recommended to thoroughly review your program requirements with your advisor prior to making changes.

- If you have graduated and will continue to take courses, you will need to add a new academic program to your record.

Policy Limitations:

- A student who has stopped attending for two or more years must complete a readmission application.

- Special admission requirements must be met before admission to any limited enrollment program. **If you wish to enter a limited or restricted program, you must complete an application with an Advisor.** For more information on these programs, visit http://www/schoolcraft.edu/admissions/selective-admissions.

- Students desiring an additional degree or degrees must earn a minimum of fifteen credit hours of coursework at Schoolcraft College beyond the completion of the original degree for each new degree and meet the general education requirements listed for the second degree.

- To graduate, students complete the credential requirements from the current catalog or complete credential requirements from the previous five years of catalog offerings.

Your Next Steps

1. Complete this form.
2. Submit this completed form to the Records Office, in-person or by email to **screcord@schoolcraft.edu**. *For privacy and protection, forms submitted via email should be from the student's @schoolcraft.edu email address (not from a personal address.)*

Questions?

If you have additional questions about completing your degree or certificate, contact Academic Advising: eadvise@schoolcraft.edu | 734-462-4429

Student Information

Date of Request:		**Effective Semester:**	
Student Name:		**Student ID #:**	
Please list your current city/state:			

Change of Program/Catalog Year

Your current program of study can be found in Student Planning. To view a list of programs, visit https://catalog.schoolcraft.edu.

Program to be ended:

Program Name:		**Program Code:**	

Program to be added:

Program Name:		**Program Code:**	

Do you want to update your catalog year?	☐ No ☐ Yes	**Catalog Year:**	

Catalog year refers to the set of program requirements defined in the annual catalog. Your catalog year must be either the current catalog year or one of the previous five years.

Are you receiving Financial Aid? *(If yes, I understand this may impact my financial aid eligibility such as grants, loans, and work-study.)*	☐ No ☐ Yes
Does your <u>new</u> program require licensure for employment in the State of Michigan:	☐ No ☐ Yes

*For a list of programs requiring licensure, please visit https://schoolcraft.edu/ProfessionalLicensureDisclosure. **If you are located outside of Michigan and attending a program that requires licensure for employment, you may need to complete the Student Attestation Form before you can be added into the program.***

I authorize the changes above and understand that changing my program may also affect veteran's benefits, financial aid, degree requirements, and graduation timeline.

Student Signature:		Date:	

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For Office Use Only:			
Student Attestation for Licensure Needed:	☐ NA	☐ Yes	☐ Completed	☐ Missing
Has the student applied for graduation this semester?	☐ No ☐ Yes		
Record's Office Approval:	☐ Approved ☐ Requires limited/restricted application. ☐ Process Now ☐ Hold to end of _____ term		
Staff Signature:		Date:	
Reviewed by International Student Office (For International Students Only):	Initials _____		