

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

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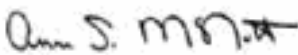
**PROCEDURE TITLE:** CHANGE OF ACADEMIC MAJOR/CURRICULUM CHANGE

**BASED ON POLICY:**

**REVISION NUMBER:** 4

**OFFICE OF RESPONSIBILITY:** ACADEMIC AFFAIRS

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**PRESIDENT**

March 25, 2003  
**DATE**

### PURPOSE

This procedure allows for a change of academic major and insures that accurate records are maintained.

### PROCEDURE

1. The student will meet with his/her current academic advisor to discuss changing his/her academic major and his/her academic advisor.
2. The current academic advisor will complete the appropriate portion of the Change of Academic Major form and change the advisor code and curriculum code, as necessary by referring to the academic advisor listing.
3. The student will then meet with the new academic advisor to discuss program planning. The completed Change of Academic Major Form will then be submitted to the Registrar's Office.
4. When the change of major is approved, the original copy of the Change of Academic Major form will be filed in the student's permanent academic record. The admissions office will update the student's permanent academic record, and copies of the form will be sent to:
  - a. Veteran's Services Office
  - b. Financial Aid Office
  - c. Former academic advisor
  - d. New academic advisor

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5. The former academic advisor, upon receiving the copy of the approved Change of Academic Major form, will insert a copy into the student's advising folder and forward the student's folder to the new academic advisor.