



# Student Request for Educational Program Change

As a Metropolitan Community College (MCC) student, you may request to change to your educational program throughout your MCC journey to better fit your academic and career goals. If you are a first-time transfer student or if you have previously earned more than 24 credit hours, your request will require review by Academic Advising and Financial Aid.

**ALL FORMS MUST BE COMPLETED IN BLACK INK OR TYPED. ALL INITIALS AND SIGNATURES MUST BE IN INK.**

LAST NAME:		FIRST:	STUDENT ID #:	
STREET ADDRESS:				
CITY:	STATE:	ZIP:	PHONE:	
<input type="checkbox"/> BLUE RIVER	<input type="checkbox"/> LONGVIEW	<input type="checkbox"/> MAPLE WOODS	<input type="checkbox"/> PENN VALLEY	<input type="checkbox"/> ONLINE

## Federal Student Aid Regulations

MCC is required to follow federal regulations regarding Federal Student Aid eligibility for all students. To receive Federal Student Aid, you must be enrolled for the purpose of obtaining a degree or certificate. To continue receiving Federal Student Aid, you must be on track to complete your program before you attempt 150% of the of the credit hours required to earn your credential (*Maximum Timeframe*).

If you request multiple educational program changes at MCC or at other colleges and universities, you may reach this limit before you complete your program and earn your credential and you may no longer be able to receive Federal Student Aid. If you would like to better understand the *Maximum Timeframe* requirement for Federal Student Aid eligibility, please contact your Academic Advisor and Financial Aid Advisor. We want to help you make an informed decision regarding your request and your future Federal Student Aid eligibility.

## Request Details

Select the option below that applies to you.

- ☐ First request for educational program change ☐ Subsequent request for educational program change

Previous educational program: Preprofessional Health

New educational program: Associate in Computer Science

Reason(s) for change: \_\_\_\_\_

## INTERNAL USE ONLY – Your Academic Advisor will assist you with this section.

Semester change effective: _____	Maximum Timeframe of new educational program: _____
Cumulative credit hours attempted: _____	Credit hours needed to complete new educational program: _____

## Student Acknowledgements

I understand that if this request is approved, and either now or at a future time, it is determined that I cannot complete my new degree plan before exceeding the *Maximum Timeframe*, or if I do not complete my new degree plan within the *Maximum Timeframe*, I will no longer be eligible for Federal Student Aid. I will schedule an appointment with my Advisor if I would like to review my academic progress.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## INTERNAL USE ONLY

Academic Advisor Signature _____	Date _____	Student Success Manager or Financial Aid Manager Signature** _____	Date _____
----------------------------------	------------	--	------------

\*\*Manager review required for *Transfer Students* and *students who have earned over 24 credit hours*.