

# 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](mailto:Anorth@mdc.edu)
- Kendall – [kadvise@mdc.edu](mailto:kadvise@mdc.edu)
- Wolfson – [Wadvisement@mdc.edu](mailto:Wadvisement@mdc.edu)
- Medical – [Madvisement@mdc.edu](mailto:Madvisement@mdc.edu)
- Homestead – [hadvise@mdc.edu](mailto:hadvise@mdc.edu)
- Padron – [PAdvisement@mdc.edu](mailto:PAdvisement@mdc.edu)
- Hialeah – [hiadvise@mdc.edu](mailto:hiadvise@mdc.edu)
- West – [Westadvisement@mdc.edu](mailto: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](mailto: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/>.