Instructions for Completing a Request for Change of Major

Eligibility:
  a. A student must be in good academic standing.
  b. A student cannot have any holds on his/her account.
  c. There must be space available in the requested program.
  d. Students must meet requested program requirements (minimum GPA, test scores, etc).

Procedure:
  1. Meet with current advisor. At this time, you will discuss eligibility and new program requirements and submit completed Change of Major form.
      a. Change of Major requests are accepted for the following programs:
          • Fall: Associate Degree in Nursing, Associate Degree or Diploma in Medical Assistant, Associate Degree in Occupational Therapy Assistant and Associate Degree or Diploma in Surgical Technology.
          • Spring: Associate Degree in Nursing, Associate Degree or Diploma (Night/Weekend only) in Medical Assistant, and Associate Degree or Diploma in Surgical Technology.
  2. The Director, Student Records and Information Management will notify the student via email after a decision has been made by the Program Director.
  3. If accepted into a new program, the student will be responsible for completing any additional enrollment requirements. For more information on additional requirements, please refer to the Cabarrus College catalog.
  4. Student must notify the Director, Student Records and Information Management if they do not wish to accept the new program offer.

A student may request Change of Major at any time. However, to guarantee a decision prior to registration for the following semester, the request must be received by the priority deadlines listed below:

SPRING 2019 SEMESTER - OCTOBER 12, 2018 by 5:00PM
FALL 2019 SEMESTER - MARCH 1, 2019 by 5:00PM

Request for Change of Major

Student Name:			Student ID:	
Current Advisor:			Current Major:	
Student GPA:				

Student Test Score:	*ACT Composite:*		*SAT Critical Reading:*		*SAT Math:*	

Desired Major & Minimum Requirements: (check one)

○ **ADN – Associate Degree**
1. GPA: 2.5
2. Test Score: ACT-21 Composite or SAT-480 Critical Reading, 440 Math
3. Nurse Aid I Course Completion within the last 14 months or on the NAI registry

○ **MA - Diploma**
1. GPA: 2.5
2. Test Score: ACT-18 Composite or SAT-430 Critical Reading, 380 Math

○ **MA - Associate Degree**
1. GPA: 2.5
2. Test Score: ACT-18 Composite or SAT-430 Critical Reading, 380 Math

○ **OTA – Associate Degree**
1. GPA: 2.5
2. Test Score: ACT-18 Composite or SAT-430 Critical Reading, 380 Math
3. Completion of 25 observation hours in three different OT settings

○ **ST - Diploma**
1. GPA: 2.5
2. Test Score: ACT-18 Composite or SAT-430 Critical Reading, 380 Math

○ **ST - Associate Degree**
1. GPA: 2.5
2. Test Score: ACT-18 Composite or SAT-430 Critical Reading, 380 Math

Student Signature:		Date:	
Advisor Approval:		Date:	

FOR ADMINISTRATIVE USE ONLY				
Completed form received by advisor:	Initials:		Date:	
Student meeting completed with advisor:	Initials:		Date:	
Advisor updated shared spreadsheet:	Initials:		Date:	
Form Received by OSRIM:	Initials:		Date:	
New Program Chair Notified by OSRIM:	Initials:		Date:	

Program Chair Decision				
Request Approved:	Signature:		Date:	
Request Denied:	Signature:		Date:	
New Advisor to be assigned: *to be completed by program chair upon approval*				
Student Notified by OSRIM:	Initials:		Date:	