

Procedure:	Change of Program	Procedure No.:	AA4018.1
Delegated Authority:	College President	Associated Policy Reference No.:	AA4018
Procedure Owner:	<i>VP Academic Affairs</i>	Responsible Party:	<i>Registrar</i>
Approved:	11/2/1994 05/12/2009 007/24/2009		
Revised:	May 2, 2024		

Purpose

The purpose of this procedure is to provide the method for students who wish to change their academic program.

Statement of the Procedure

1. A student interested in changing their academic program must meet with their Academic Advisor to initiate the process.

2. A Change of Program is administered under the following criteria:
 - a. All previous courses and grades will remain on the academic transcript.
 - b. The academic standing of the student at the time of the Change of Program will be maintained.
 - c. The student will be bound by the graduation requirements outlined in the catalog year at the time of the program change.
 - d. Program GPA for graduation is calculated based on the requirements of the new program degree requirements and not necessarily the overall GPA.

If, after meeting with their Academic Advisor, the student makes the determination they wish to change their program of study, the student completes the [Change of Program Form](#). The Change of Program Form must be signed by an Advisor, or their designee, the Chairperson should be informed, as needed, and then the form will be submitted to the Registrar's Office.

The [Change of Program Form](#) is available on the [Registrar's Office webpage](#), in the Registrar's Office, or in the Academic Advising Office.

Students interested in changing their program of study into a competitive program must meet established admissions criteria and processes. The Change of Program Form and procedure may not be used.

Related Policies (by number)

AA4006 Academic Code Policy

AA4018 Change of Program Policy

To whom it applies (title or department)

This procedure applies to students at the College who are registered in an academic program.

General Guidelines

Definitions

Appendix

Broome Community College Procedure 3.8, November 2, 1994, Revised May 12, 2009.

Forms for further clarification of procedure

[Change of Program Form](#)

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	11/2/1994		
Revised 05/12/2009, 07/14/2009			
Revised (prev 3.8)	04/26/2024	PK	VP Academic Affairs