



For Extension Sites Only

University of the Southern Caribbean APPLICATION FOR CHANGE OF DEGREE PROGRAM

A copy of the student's most recent acceptance letter or approved change of program should be attached to this sheet.

Legal Name (First)	Middle Name	Last Name	USC ID#

Extension Site: South Trinidad Tobago Antigua Barbados Guyana St. Lucia

Admission Classification: Regular Provisional Date (dd-mm-yy) _____ Semester _____ School year _____

Provisional for lack of _____

School _____ Department _____

Anticipated Completion Year _____ May July Dec Email _____

Phone _____ Address _____

<p>DECLARATION BY STUDENT <i>By placing my signature below, I indicate that I clearly understand the following policies:</i></p> <ul style="list-style-type: none"> • I understand that if I choose to make any of the following changes, I will be required to graduate under the Bulletin in effect at the time my request is approved: <div style="text-align: center;"> 1) Change of major 2) Add a major 3) Change of minor </div> • Majors and minors must be in the same Bulletin year unless approved via petition. • I understand that “A course may be used to fulfill the requirements for more than one major or minor, provided at least 75 percent of the credits used for any major or minor is not also counted for another major or minor.” (2010-2012 Bulletin, p.25, #10) <p>_____ Student's Signature (Date (dd-mm-yy))</p> <p style="text-align: right;">Witnessed by Ext. Site Administrative Assistant</p>	
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STUDENT'S REQUEST: I am a currently enrolled student and hereby request the following change to my degree program.

Old Degree: <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> AS <input type="checkbox"/> BBA <input type="checkbox"/> AA Bulletin _____	New Degree: <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> AS <input type="checkbox"/> BBA <input type="checkbox"/> AA Bulletin _____
1 st Major	1 st Major
2 nd Major	2 nd Major
Emphasis	Emphasis
1 st minor / 2 nd Minor	1 st minor / 2 nd Minor

DECISION AND RECOMMENDATION	Signature	Date (dd-mm-yy)
SITE COORDINATOR	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> HOLD	
ASSOCIATE REGISTRAR	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> HOLD	
CHECK SHEET CLERK	Attached to ACE sheet by:	
DATA ENTRY CLERK	Entered in computer by:	

DECISION - UNIVERSITY REGISTRAR/ DESIGNEE <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
Date _____	Signature _____