



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#

Admission Classification: Regular Provisional Date (dd-mm-yy) _____ Semester _____ School year _____
 School _____ Anticipated Degree Completion Date May July Dec 20____
 Email _____ Phone _____

DECLARATION BY STUDENT:		
<i>By placing my signature below, I indicate that I clearly understand the following policies:</i>		
<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: <ul style="list-style-type: none"> 1) Change of major/emphasis 2) Add a major/emphasis 3) Change of minor • I understand that "a student who is granted provisional entry may not change emphasis until he/she has regularized his/her admission status." (2017-2019 Bulletin, p. 31) • I understand that "A course may be used to fulfill the requirements for more than one emphasis or minor, provided at least 75 percent of the credits used for any emphasis or minor are not also counted for another emphasis or minor." (2017-2019 Bulletin, p.18, #10) 		
_____ Student's Signature	_____ Witnessed by Registrar's Admin. Assistant	_____ (Date (dd-mm-yy))

STUDENT'S REQUEST: I am a currently enrolled student and hereby request the following change to my degree programme.

Current Degree/s and Programme: <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> BBA <input type="checkbox"/> B.Ed Bulletin _____	Desired Degree/s and Programme: <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> BBA <input type="checkbox"/> B.Ed Bulletin _____
1 st Major	1 st Major
2 nd Major	2 nd Major
Emphasis	Emphasis
1 st minor	1 st minor
2 nd minor	2 nd minor

RECOMMENDATIONS	Signature	Date (dd-mm-yyyy)
OLD ACADEMIC ADVISOR	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> HOLD	
NEW ACADEMIC ADVISOR	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> HOLD	
ADMIN. ASSISTANT, REGISTRY	<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 AEORION by:	

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
Date _____	Signature _____