



## CHANGE OF DEGREE FORM

In addition to completing this form, students must also submit a letter to the Dean of Faculty requesting to change degree programs. The letter should be between 200-500 words and speak to how this change would support their educational and vocational goals. Students must save the completed form as a PDF file name [Term].[ChangeofDegree].[Your first and last name] (ex: 2021SP.Change of Degree.Mary Learner). Email the form to registrar@sksm.edu and your advisor. The office of the registrar will obtain the necessary electronic signatures after the completed PDF form is received from you.

Student Name:

Student Legal Name (if different):

Student Populi Barcode ID#

### ADDING A DEGREE PROGRAM

Name of Program to Add:

Date Began Pursuing:

Anticipated Date of Completion:

### LEAVING A DEGREE PROGRAM

Name of Program to Drop:

Date Began Pursuing:

Date Became Inactive:

Number of credits to transfer to new program:

Please list any courses that are not included in the transfer:

SIGNATURES AND DATES:

1. Student signature:

Date:

2. Advisor signature:

Date:

3. Dean's Final Decision:

(Yes or No)

Dean's Signature:

Date:

4. Student Accounts Manager:

Date:

5. Registrar:

Date: