

CHANGE OF DEGREE FORM

Action Items:

1. Submit a letter to the Dean of the Faculty, glettini@sksm.edu requesting to change degree programs. The letter should be between 200-500 words and speak to how this change would support your educational and vocational goals.
2. Complete and sign this form.
3. Save form as a PDF file name [Term].[ChangeDegree].[Your first and last name] (ex: 2021SP.ChangeDegree.Mary Learner).
4. Email form to Registrar@sksm.edu and cc: your advisor.
The registrar will obtain the necessary signatures.

Student Name: _____

Student Legal Name (if different): _____

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:

Student signature: _____

Date: _____

Dean of the Faculty Final Decision:

Approved

Not Approved

Signatures

Advisor signature:

Date: _____

Dean of the Faculty Signature:

Date: _____

Student Accounts Manager:

Date: _____

Registrar:

Date: _____