



# Change of Major Form

This form is to be used only by students already enrolled in a certificate or degree program. Students who originally applied as Special/Non-degree seeking, Transient or Provisional students must update their Application for Admissions instead of using this form.

Student's Full Name (Last, First, Middle)

Student ID

## Program/Major Change Request

Current Degree		New Degree	
Certificate of Applied Science (CAS) Associate of Science (AS) Associate of Applied Science (AAS)		Certificate Applied Science (CAS) Associate of Science (AS) Associate of Applied Science (AAS)	
Current Major*		New Major*	
*Include concentration information (if applicable) This form is <u>not</u> be used for Advanced Skill Set Certificates.			

## Catalog Year

*This section only needs completed if a student is requesting a different catalog year than the current one.*

The academic/catalog year determines graduation requirements as outlined in the College Catalog. When changing majors, students will be **automatically updated to the current academic year**, unless otherwise requested on this form. (Example: The student completes this form during a spring term but wants it processed for the upcoming fall term to be effective for the new academic year. Students may move forward but cannot go backward without approval from the Registrar.)

Students may also stay in their major but request the most recent Catalog Year for graduation requirements. Once a program/major or catalog year has been changed, students may not revert to an older version of the College Catalog. See the *Catalog Adherence Policy* in the College Catalog for more information.

Previous Academic/ Catalog Year	20_____ – 20_____	New Academic/ Catalog Year	20_____ – 20_____
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## Campus Change Request

*(Only complete the section below if changing your major will also require you to change your campus.)*

New Campus	Advanced Technology Center (Ghent)	Nicholas County Campus (Summersville)
	Greenbrier Valley Campus (Lewisburg)	Raleigh County Campus (Beaver)
	Mercer County Campus (Princeton)	

## Student Acknowledgement

- I request the changes listed above and understand that once I change to a more recent catalog that I will not be able to go back to an older catalog year.
- I will receive a notification in my New River CTC email account when this form has been processed.
- By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Student Signature

Date

Office Use Only, New Advisor:

To submit this form:

Email: [twebb@newriver.edu](mailto:twebb@newriver.edu)

Fax: 304-929-6719

Mail: 280 University Drive, Beaver, WV 25813

Registrar's Office 6/8/20

Formerly: Advisor and Curriculum Form