



## CHANGE OF PROGRAM INSTRUCTIONS

NASSAU COMMUNITY COLLEGE

OFFICE OF ACADEMIC AFFAIRS

### IMPORTANT INFORMATION FOR STUDENTS:

**DO NOT FILL OUT THIS FORM IF YOU HAVE EARNED A DEGREE/CERTIFICATE AT NCC OR INTEND TO PURSUE A DEGREE/CERTIFICATE CONCURRENTLY.** An application for a Second Degree/Certificate is required. To apply for a Second Degree/Certificate or a Concurrent Degree/Certificate meet with the Chairperson or LA-AA/AS Advisor of the intended program. If you intend to change the program of an approved Second Degree/Certificate, another Second Degree/Certificate is required. Approval can only be grant for two programs at a time.

Change of Program forms submitted to the Office of the Registrar **AFTER** the first 30 business days of fall/spring terms or, 10 business days for summer/winter terms **will be process for the following term.**

Financial aid recipients once your Change of Program is process, verify that courses in-progress are eligible for aid by reviewing **Registration Compliance Results** in your student portal.

Students with Bachelor's degrees cannot change their program to Liberal Arts

### IMPORTANT INFORMATION FOR ADVISORS AND CHAIRS:

Please review your student academic record through your MyNCC Portal to access DegreeWorks prior to filling out this form to verify 1) student's current program, 2) possible placement requirement for Math 109 or higher, 3) transfer credits for possible inclusion/exclusion. Do not list courses already excluded by the Degree Works.

Science, Technical, Engineering and Math (**STEM**) Programs may require further placement testing for mathematics: Biology, Civil Engineering Technology, Computer Repair Technology, Construction Management, Computer Science, Cybersecurity, Electrical Engineering Technology, Engineering Science, Food and Nutrition, Information Technology, Respiratory Care, Sustainable Design Renewable Energy.

Students may transferred 30-33 credits NCC from another institution toward their Associate degree and 12-15 for a Certificate. Students must meet 33 program residency credits for an Associate's and 15 residency credits for a Certificate.



# CHANGE OF PROGRAM

OFFICE OF ACADEMIC AFFAIRS

**PLEASE READ INSTRUCTIONS ON THE BACK PRIOR TO COMPLETING ALL INFORMATION ON THIS FORM. SUBMIT FORM TO THE OFFICE OF THE REGISTRAR AFTER ACADEMIC DEPARTMENT APPROVAL.**

Today's Date \_\_\_\_\_

\_\_\_\_\_  
(Print) Last Name First Name

N	0	0							
---	---	---	--	--	--	--	--	--	--

NCC-ID NUMBER

Are you currently attending NCC? \_\_\_ YES \_\_\_ NO

If, you have **not attended for one year** and **did not attend** another college/university an admissions application is required.

I hereby request a CHANGE OF PROGRAM FROM \_\_\_\_\_ TO \_\_\_\_\_  
Current NCC Program New NCC Program

Reason for change \_\_\_\_\_

If, transfer credits were award for your previous program discuss with academic advisor/chairperson how transfer credits will apply to your new program.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

=====

**To be completed by the Chair or LA-AA/AS Advisor of the New Program:**

Degree check one: \_\_\_ AA \_\_\_ AAS \_\_\_ AS \_\_\_ CERTIFICATE

**NEW NCC PROGRAM (Please review Important Information for Advisors and Chairs prior to signing the form)**

If the student has answered YES to transfer credits question please review the record for possible exclude/include of transfer credits.

Exclude Transfer Credits: \_\_\_\_\_

Include Transfer Credits: \_\_\_\_\_

If a student has attempted **less than 40** credits at NCC, determine whether grades and credits in courses formerly required, but not required in the new curriculum, may be excluded from the new program. List in the box below possible exclusions. If you are not excluding any courses, **write N.A.** The Registrar will verify course(s) listed meet the criteria for exclusion. Excluded courses will remain on the transcript but will not be calculated in the overall cumulative average nor applied to the student's degree requirements.

I have read the Program & Admissions Requirements chart, located at [www.ncc.edu/programchart](http://www.ncc.edu/programchart). I understand that completing an academic program does not guarantee that I will be able to obtain licensure in my chosen profession. I am responsible for understanding any licensing requirements for the particular program in which I intend to enroll. Such licensing requirements may include submitting to a criminal background check, providing proof of work authorization, or fulfilling other specified conditions.

**My signature below authorizes the Program Change for this student:**

\_\_\_\_\_  
Signature of Chairperson or Advisor for LA-AA/AS programs Date

=====

**To be completed by the Office of the Registrar:**

Change of Program Processed for:	Fall 20	Winterim 20	Spring 20	Summer 20
----------------------------------	---------	-------------	-----------	-----------

Registrar's Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

Course exclusions approved? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, which courses were NOT approved?

\_\_\_\_\_  
Registrar's Supervisor Initials \_\_\_\_\_ Date \_\_\_\_\_