Whatcom
COMMUNITY COLLEGE

Office of Financial Aid
2013-2014 Petition for Change of Academic Program

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STUDENT INFORMATION

Student Name _____ Student ID Number _____

Phone Number _____ Social Security Number _____

E-mail Address _____ Degree or Program _____

Changing Your Program of Study
You may change your program of study a maximum of twice during your first 45 college level credits. If you wish to change your program after you have completed 46 or more college level credits which apply to your Program of Study, you must submit a Petition for Change of Academic Program. Previously attempted credits and credits transferred from other colleges that are degree requirements will count toward the maximum allowed for your new program if your petition is approved. Students within 15 credits of completing their program of study will not normally be permitted to change programs or pursue a second degree or certificate without completing their present program of study to remain eligible to receive financial aid funding.

Reason for Submitting A Petition
- ❑ Request to change program of study beyond maximum of twice during first 45 college level credits.
- ❑ Apply to change program of study after completing 46 or more college level classes (but before being within 15 credits of completing program of study). *Please be sure that you clearly understand the full ramifications of this requested change and that you are certain that this is your final program change because if this program change is approved* ***you will not normally be eligible to make additional changes and maintain your financial aid eligibility.***
- ❑ Requests to change program of study when within 15 credits of competing program. *(Please note that this request is seldom approved and the standard of approval for this request requires a very serious set of unusual circumstances to be approved and maintain your financial aid eligibility).*

Instructions for Completing a Petition:
- ❑ Petition must be signed and dated.
- ❑ Attach a signed personal essay which describes your personal situation and why you are submitting this petition.
- ❑ Attach a copy of approved Program Completion Plan for new program of study. *To secure an approved Program Completion Plan you must make an appointment to meet with a Financial Aid Educational Planner. You will need to bring a copy of your Degree Audit (accessible through OASIS) and your English and math assessments.*
- ❑ Attach a copy of current AAS or Professional/Technical WCC degree worksheets you have from prior advising sessions.

Decision Process:
Petitions are reviewed by the Committee for Change of Academic Programs. Please be aware that the process may take 6 to 8 weeks. The final decision regarding your petition will be provide to you via email. Decisions are final and cannot be appealed.

CERTIFICATION

I certify that the information I have provided on this petition and in my personal statement is true and accurate to the best of my knowledge.

Student Signature _____ Date _____

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