



# REQUEST FOR CHANGE OF ACADEMIC PROGRAM

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_  Home  Business  Fax  Cell  Pager  TTY

Email address \_\_\_\_\_ ID# \_\_\_\_\_

Primary CCV Location \_\_\_\_\_ Advisor \_\_\_\_\_

Have you earned a college degree?  Yes  No College \_\_\_\_\_

**PROGRAM OPTIONS:**

**Associate Degree Programs**

- Accounting (AS.ACC)
- Administrative Management (AS.AMG)
- Business (AS.BUS)
- Communication (AA.COM)
- Computer Assisted Drafting & Design (AS.CAD)
- Computer Systems Management (AS.CSM)
- Criminal Justice (AS.CRJ)
- Early Childhood Education (AA.ECE)
- Education (AA.EDS)
- Emergency Management (AS.EMP)
- Environmental Science: Literacy/Education (AS.ENV.ENL)
- Environmental Science: Natural Resources (AS.ENV.NAR)

- Environmental Science: Sustainable Building Technology (AS. ENV.SBT)
- Graphic Design (AA.GDS)
- Hospitality & Tourism (AS.HTM)
- Human Services (AS.HMS)
- Individualized Studies (AD.IDV)
- Liberal Studies (AA.LIB)
- Massage Therapy & Bodywork (AAS.MTB)
- Multimedia Communications (AA.MMC)
- Network Administration (AAS.NWA)
- Undecided/Undeclared (AD.UND)
- Visual Arts (AA.ART)

**Non-degree**

- Non-degree (NDU)

**Certificate Programs**

- Allied Health Preparation (CT.AHP)
- Childcare (CT.CHC)
- Clinical Laboratory Assistant (CT.LAB)
- Computer Business Applications (CT.CBA)
- Computer Systems Management (CT.CSM)
- Essential Workplace Skills (CT.EWS)
- Health Information Specialist (CT.HES)
- Massage Therapy & Bodywork (CT.MTB)
- Medical Assistant (CT.MAS)
- Substance Abuse Services (CT.SAS)
- Sustainable Building Technology (CT.SBT)
- Web Site Design (CT.WSD)

I am changing from a degree or certificate program to another program:

From \_\_\_\_\_  
Program Name Program Code

To \_\_\_\_\_  
Program Name Program Code

I am changing from a non-degree program to the following degree or certificate program:

\_\_\_\_\_ Program Name Program Code

If you are changing your program from non-degree to any of CCV's degree or certificate programs and you have previously attended another college, you must complete the two steps below to transfer your previously earned college credit to CCV. Transferring your credit will enable you to use your transfer credit toward applicable CCV degree requirements, and these credits will be available to you as you access CCV's web-based degree audit and registration services.  Check here if you have NO transfer credits.

Step 1. Complete the information below for each college or university that you have previously attended (not including CCV):

| Name of College/University | City  | State/Country |
|----------------------------|-------|---------------|
| _____                      | _____ | _____         |
| _____                      | _____ | _____         |
| _____                      | _____ | _____         |
| _____                      | _____ | _____         |

Step 2. Contact each institution listed above and request that they send your official transcript to CCV Registrar, P.O. Box 489, Montpelier, VT 05601-0489.

Note: Transcripts are not required if you are changing from a degree to a non-degree program. Please check with your academic advisor if you believe you have already submitted your transcripts to CCV.

My reason for changing programs \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_