



CHANGE OF PROGRAM FORM

Office of Enrollment Management, Admissions
The College of the Florida Keys
5901 College Road, Key West, FL 33040
Email: admissions@cfk.edu
Telephone: 305-809-3188

Student Name:

Student ID:

Date:

Instructions:

1. Students must have approval from their Academic Advisor(s) to make any change to the program of study.
2. Academic Advisor completes the following section and reviews the below **IMPORTANT REMINDERS** with the student.
3. Choice of the primary program may affect financial aid and/or Veteran Benefits. Be sure to check with both departments.
4. Four active programs of study may be selected. Only one program can be the primary program of study.
5. Changes to programs will be effective for the current term through the last date of the drop period of that term. Once the drop period has ended, all program changes will be effective the following term. Exceptions require the approvals of the Executive Director of Financial Aid and the Executive Director of Enrollment Management.
6. Submit the completed form to Enrollment Management for processing.

Order of Programs	Program of Study	Only complete this section if there is a changed program.	Advisor Signature, only if there is a changed program.
1		Term:	
2		Term:	
3		Term:	
4		Term:	

Below approvals are required if the drop period has ended and there is a need to change the program of study for the current term. Please provide a reason to why this request is being made.

Reason for request:

Approved:

Denied:

Approved:

Denied:

Reason for denial:

Reason for denial:

Executive Director of Financial Aid

Date

Executive Director of Enrollment Management Date

Students: Please read and sign below.

IMPORTANT REMINDERS: Students changing from non-degree-seeking status to a degree-seeking or certificate-seeking program must arrange to have official transcripts sent to CFK for evaluation: high school transcript(s) if never attended a college or all college transcript(s) if attended one or more colleges. Students may not enroll until all transcripts have been processed. Placement tests may be required for new programs of study selected.

Students who want to take enrichment or job training courses but do not want to be degree or certificate-seeking must select a non-degree-seeking program of study. No transcripts are required.

Responsibility for meeting the requirements for a degree rests with the student. Students must have continuous enrollment (be enrolled in at least one course for both Terms I and II) to remain in a selected program of study and not be subjected to the latest requirements. If this enrollment is not maintained, the student must meet the graduation requirements in effect at the time of completing the program. Students that meet the continuous enrollment rule but choose to move to the new program of study requirements must secure approval from an academic advisor.

I have read and understand the above important reminders.

Student Signature:

Date:

Enrollment Management Use Only: Add holds to SOAHOLD where required.
Admissions Holds: High School Transcript Required? _____ Yes _____ No (SOAHSCH)
College Transcripts Required? _____ Yes _____ No (SOAPCOL)