



## Changing a Programme of Study

Students in a certificate, diploma or degree programme who have completed one semester at BTVI **may change their major area of study by requesting a change of programme.**

### STEP 1

- Meet with your academic advisor to discuss the change in programme and review the requirements of the new programme.

### STEP 2

- Complete and sign the *Application for a Change of Programme*.
- Have your academic advisor sign the application form.
- Forward the completed application to the Office of Student Affairs **by the first week of the semester or the last day of late registration** along with a copy of your degree audit and a copy of the new proposed programme of study.

### STEP 3

- Meet with a Counselor in Student Affairs to discuss the change of programme.

Once the application for a change of programme has been signed by the Dean of Student Affairs, it will be sent to the Head of Department (HOD) for the new proposed major.

If the HOD does not agree that you meet direct entry requirements, the HOD will contact the Office of Student Affairs which will contact you to discuss your options.

If the HOD agrees that you meet direct entry requirements, you will be assigned a new academic advisor and the application will be sent to the Office of the Registrar for your programme to be changed.

The change of programme will be reflected on your student record in the BTVI Student Information System.

**Changes in programme become effective at the start of the following semester.**