

# REQUEST FOR PROGRAM CHANGE

## Bachelor of Arts or Bachelor of Science

(for Continuing Students only)



<b>Date</b>		<b>ID Number</b>
<b>Surname</b>		<b>First Name &amp; Middle Initial</b>
<b>Birth Date (M/D/Y)</b>	<b>Telephone</b>	<b>Email</b>

### Instructions:

1. Complete the appropriate section below for the program that you are requesting.
2. Submit the Request for Program Change form to Admissions in Student and Enrolment Services.
3. Only completed forms that are signed and completed in ink will be accepted and processed.

### Notes:

1. When changing faculties, the applicable application fee is required to process your request. \*
2. Open Studies students, or students wishing to enter Concordia's 4-year Bachelor of Management, 4-year Psychology (Applied Emphasis), or after-degree programs apply for admissions through ApplyAlberta. \*\*
3. Forms received after census day will not be processed until the following Fall or Winter semester.

### CHANGE FROM 3-YEAR TO 4-YEAR PROGRAM IN THE SAME FACULTY

- Faculty of Arts                      Major \_\_\_\_\_                      Minor \_\_\_\_\_
- Faculty of Science                      Major \_\_\_\_\_                      Minor \_\_\_\_\_

### CHANGE FROM 4-YEAR TO 3-YEAR PROGRAM IN THE SAME FACULTY

- Faculty of Arts                      Concentration \_\_\_\_\_                      Minor \_\_\_\_\_
- Faculty of Science                      Concentration \_\_\_\_\_                      Minor \_\_\_\_\_

### CHANGE FACULTIES

To transfer between faculties, you must have completed 24 university-level credits at Concordia or reapply online using Apply Alberta. \*\*

I wish to change from:

- Faculty of Arts to Faculty of Science    Major/Concentration \_\_\_\_\_    Minor \_\_\_\_\_ \*
- Faculty of Science to Faculty of Arts    Major/Concentration \_\_\_\_\_    Minor \_\_\_\_\_ \*

### Please circle one:

3-year to 4-year / 4-year to 3-year                      (if changing to 4-year, major must be specified)

### I understand that:

- A change of program also changes the requirements for the degree and that I am responsible for meeting the requirements for the degree.
- The new program is governed by the program requirements of the Calendar that is in force at the time this program change takes effect. See section 9.1.1 of the Concordia Calendar.

**Signature**

**Date**

### OFFICE USE ONLY:

Has the student successfully completed 24 university-level credits? Yes/No  
Has the student paid the required application fee if required? Yes/No  
Program changed. Yes/No    Staff Initials \_\_\_\_\_