



College of The Albemarle Procedure

Procedure Number: 5.2.10.3

Pages: 1 of 1

Title: Change of Major

Related Policy and Procedures: 5.2.10 - Student Classification

Division of Responsibility: Student Success and Enrollment Management

1. A student must complete the Change of Major Request Form in order to change, add an additional major (double major), or change their catalog year. This form must be completed on or before the census date of the term. Forms completed after the census date will be effective the next term.
2. Students are required to meet with an advisor to discuss intentions for changing a major, adding an additional major, or changing their catalog year. The advisor will discuss the student's academic progress, career goals, and the impact of the change on the student's graduation timeline. Catalogs may only be changed to the current year. Students cannot choose a previous catalog year.
3. If the student and advisor agree that this is the best option, both parties will sign the form and submit the completed form to the Registrar's office.
4. Once the completed form is received, the Registrar's office will enter the updated program information into the student information system and the form will be scanned into the document imaging system.

September 04, 2024

September 4, 2024

N/A

**Date Approved by President's Leadership Team
Revision**

Date of Last Review

Date of Last