



Change of Degree/Curriculum

Read the instructions that pertain to the specific change(s) that you intend.

I. CHANGE OF DEGREE

a) To change from the Bachelor to the Associate degree within the same curriculum, complete the reverse side and submit prior to completing registration for your last semester of enrollment in the Associate degree program at MCNY.

b) To change from the Associate to the Bachelor degree within the same curriculum*, fill in the opposite side and present it at any time to the Registrar's Office.

* Changing prior to obtaining certification of the Associate degree will result in forfeiture of the Associate degree if you do not meet the requirements. You may confirm that you have received your Associate degree by contacting the Office of the Registrar after completing your final semester of that curriculum. If you were awarded the Associate's degree and continue in your studies, the College will automatically update your degree to the Bachelor's degree (you do not have to complete this form).

Note: No transfers are allowed between graduate degrees (MBA to MPA, MPA to MS, etc), but are allowed between curriculums under the same degree. Students should apply for admission for the new degree.

II. CHANGE OF CURRICULUM

a) To transfer between the Human Services and Business degrees, complete the other side and turn it in to the Office of the Registrar. Contact the Dean's office of the curriculum into which you intend to transfer to have your MCNY transcript evaluated. The Dean will determine for which classes you will be granted "exemption," or those courses you will not be required to take. Documentation of your exemption credit award must be delivered to the Office of the Registrar before the fourth (4th) week of the first semester of your new curriculum.

III. AGREEMENT WITH THE TERMS

- I understand the standards for the pursuit of academic progress and that my eligibility for financial aid may be adversely affected if I do not satisfy the standards of the new curriculum.
- I have read, understood, and agree to the policies as outlined on this form.

Student Signature/ Date _____

(over, please)

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Both sides of this form must be signed by the student.

IV. CURRENT ENROLLMENT

Current Degree: AA AS BA BPS BBA MBA MPA MSEd

Current Curriculum: _____

Current semester: Spring 20 _____ Summer 20 _____ Fall 20 _____

Present Purpose number: _____

Purposes completed: 1 2 3 4 5 6 7

I am a returning student (absent less than 3 semesters) Yes No

Awarded a MCNY associate degree? Yes No

V. TRANSFER INTO

Future Degree: AA AS BA BPS BBA MBA MPA MSEd

Future Curriculum: _____

Effective semester: Spring 20 _____ Summer 20 _____ Fall 20 _____

VI. STUDENT INFORMATION

Student ID # _____

Name (first, mid, last) _____

Address /Apt /Floor _____

City /State /Zip _____

Day Telephone (_____) _____

Eve Telephone (_____) _____

New address? Yes No

New phone numbers? Yes No

VII. REQUIRED SIGNATURES

- I agree to the change of degree and/or curriculum as indicated above.

Student signature/ date _____

Student Services/ date _____

Financial Aid/ date _____

Registrar/ date _____

OFFICE OF THE REGISTRAR USE ONLY.

Student has completed registration for 3rd Semester (do not process if Bachelor to Associate)

Curriculum or Degree changed in PowerCampus