



## Frederick Community College Procedure

Section 4.12 Academic Standards	Procedure Number	4.12f
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Change of Major	Policy Number	4.12
	Assigned to	Senate
	Board Approved	4/28/99 4/20/05
	Revised Effective Date Repealed Effective	11/22/10 06/01/11 6/6/16

- A. Students declare their major at the time of application but may change their major any time. Only one major may be declared at a time; however, students may apply for multiple degrees and certificates.
- B. Students must submit a *Change of Major* form to the Welcome and Registration Center when requesting a change of major.
- C. Students changing their major will be assigned to the current catalog year.
  1. Students requesting an exception to the assignment to the current catalog year need a written recommendation and justification from an advisor or Department Chair, Program Manager or appropriate Associate Vice President of Learning. The associate registrar will review the request and make a determination.
  2. To ensure compliance with accreditation and licensing requirements, students requesting a change of major to an allied health program will be assigned to the current catalog year.
  3. Students will not be assigned to a catalog more than five years old.