

# Change of Major/Course of Study Request

## Associate in General Studies

To change to the Associate in General Studies degree, a student must first meet with an academic advisor to develop an academic plan and determine whether the request can be approved. After meeting with advisor, the request and academic plan may be submitted by the student to Academic Affairs, Room 2501 (Des Plaines) or Room B206 (Skokie). If approved, the student can bring the signed form to the Enrollment Center where the course of study will be updated. If an Academic Affairs administrator is not immediately available, Academic Affairs will obtain a signature and send a signed copy to the student and Enrollment Center.

Name \_\_\_\_\_ Oakton ID No. **B** \_\_\_\_\_  
*Last First MI*

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Note:** Students must present a photo ID to process this form. Requests received after the semester withdrawal date (W date) will be processed for the following semester. Oakton recommends contacting an academic and/or financial aid adviser before submitting this request, and monitoring your academic progress through u.achieve®, accessible through myOakton.edu.

I am requesting my major/course of study be changed to the Associate in General Studies (Code: 0600).

I have met with an academic advisor to discuss this course of study. I have read and understand the following:

- Changing my course of study may involve completion of new courses not required by my previous major. Also, I must comply with any new requirements for my chosen degree/certificate – as detailed in the most recent college catalog.
- Oakton recommends that I meet with an academic advisor to discuss my new course of study.
- If I am receiving financial aid, including scholarships, the new course of study will be used to determine eligibility. Financial aid is not available for all programs of study. If I lose financial aid due to this change, I will be financially responsible for tuition and costs incurred.
- If I am receiving Veterans Administration (VA) benefits, I must submit the VA Request for Change of Program form to the Enrollment Center before my enrollment is certified or updated with the VA.

\_\_\_\_\_  
*Student Signature Date*

\_\_\_\_\_  
*Academic Advisor (print) Academic Advisor signature Date*

\_\_\_\_\_  
*Academic Affairs (print) Academic Affairs signature Date*

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**FOR OFFICE USE ONLY**

Date Processed \_\_\_\_\_ Term \_\_\_\_\_ Staff Member \_\_\_\_\_