



UNITED TRIBES®
TECHNICAL COLLEGE

OFFICE OF THE REGISTRAR

3315 University Drive, Jack Barden Center
Bismarck, North Dakota 58504
Phone: 701.221.1870 | Fax: 701.530.0636
registrar@uttc.edu | www.uttc.edu

Academic Major Change Form

v.20250808-JJH-OLSS

Instructions

Use this form if you are changing from one academic program to another including:

- One AAS/AS degree to a different AAS/AS degree program;
- One BS degree program to a different BS degree program; and
- Changing from an AAS/AS degree to a BS degree program after successfully completing a minimum of 24 college-level (101 or higher) courses with a grade of C, or higher.

*** Please note that a Major Change goes into effect before Census date OR after semester grades are posted. ***

Student Name		ID#		Academic Semester		Year	
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Steps to Complete

Students initiate the Academic Change Form by following the steps below.

1	Financial Aid Consultation Meeting		
	Meet with a UTTC Financial Aid Representative to discuss potential financial aid implications.	<i>Financial Aid Signature</i>	<i>Date</i>

2	Current Academic Advisor Meeting		
	Meet with your current academic advisor to initiate the Academic Major Change form (The academic advisor retains copy for their records)		
	Current Degree:		<input type="checkbox"/> Diploma <input type="checkbox"/> Cert <input type="checkbox"/> AAS/AS <input type="checkbox"/> BS
	Current Advisor Signature:		Date: <input type="text"/>

3	New Academic Advisor Meeting		
	Meet with the new academic advisor. (The academic advisor retains copy for their records)		
	Note About ACCUPLACER Requirements: Students changing their major <u>from a certificate program</u> to a diploma, associate, or bachelor's degree program must complete the ACCUPLACER placement test prior to registering for courses for their new major.		
	New Degree:		<input type="checkbox"/> Diploma <input type="checkbox"/> Cert <input type="checkbox"/> AAS/AS <input type="checkbox"/> BS
	New Advisor Signature:		Date: <input type="text"/> Needs ACCUPLACER: <input type="checkbox"/> Yes <input type="checkbox"/> No

4	Student Signature		
	By signing this form, I confirm my request to change my major.	<i>Student Signature</i>	<i>Date</i>

5	Registrar's Office Submit your completed form to the Registrar's Office.	REGISTRAR'S USE ONLY	
		Date Received:	<input type="text"/>
		Date Completed:	<input type="text"/>

Leadership begins here.