

# PROCEDURE

**Number:** 53-07  
**Title:** Requesting a Change of Curriculum  
**Responsibility:** Student Services  
**Original Approval Date:**  
**Last Cabinet Review:** 6/3/2025  
**Last Revision:** 6/3/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** 50-27 Academic Standards

**Other:**

## Procedure Description

### Procedure

A student who wishes to change their curriculum must follow these steps:

1. To have the curriculum change take effect for the current term, the student must submit the appropriate form before the end of the Add/Drop period. Submissions received after this deadline will take effect in the next full term.
2. It is strongly recommended that students meet with their academic advisor before requesting a curriculum change. Advisors will help ensure alignment with academic and career goals and will explain any potential impact on financial aid eligibility.
3. The Divisional Secretary is responsible for updating curriculum changes either prior to the start of the semester or at the end of the current semester. Updates are processed in the SPRO screen of the Colleague system to reflect the new program of study.