

CUYAMACA COLLEGE MODIFICATION OF MAJOR

This form is to be filled out when authorizing any deviation from a major as set forth in the Cuyamaca College Catalog. After approval, this form will be filed in the student's folder and used when evaluating credits for graduation. If you are using a course(s) from ANOTHER college, please attach a copy of the course description and an official transcript must be on file in Admissions and Records.

Student's Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Student I.D# _____ Major _____

Cuyamaca College Catalog year you wish to graduate under: _____

If a waiver, write waived. If a substitute course, list the name and number of the course. *	List all courses in the major which will be affected by either a waiver or a substitution	Reason for waiver of substitution (Military Credit experience in the field, etc.)

*When all waivers and substitutions have been recorded above, be sure that the remaining requirements equal or exceed 18 units; if not, list additional courses below to make required 18 units minimum.

PLACE A CHECK MARK IF THIS IS A BLANKET WAIVER (MAY APPLY TO ALL STUDENTS): _____

Department Chair/Coordinator _____

Approved _____ Disapproved _____

Division Dean _____

Approved _____ Disapproved _____

Please forward to Evaluations office for final processing.

STEP-BY-STEP PROCEDURES FOR MODIFICATION OF MAJOR FORM

1. Meet with a counselor and request the following: On-line evaluations for degree and certificate, unofficial transcripts and the "Modification of Major" form.
2. Fill out the student identification data fields on the "Modification of Major" form.
3. Fill out the REQUIRED course(s) in the major area you are asking to modify/waive.
4. Discuss some possible course(s) substitutions with the counselor.
5. If course(s) were taken at another institution, make sure to attach course descriptions or additional information to assist the Chair/Coordinator and Division Dean, to APPROVE or DENY your Modification of Major request.
6. Call and make an appointment with the Chair/Coordinator of your major area (listed in the back of each semester's class schedule) and take the Modification of Major form and supporting documentation to the Chair/Coordinator.
7. If the Chair/Coordinator APPROVES your Modification of Major form with his/her signature and date, take the form to the Division Dean, Office of Instruction. Always follow up on the status of your request. Usual turnaround time is one to two weeks depending on the time of the year.
8. Once final APPROVAL or DENIAL is decided by the Division Dean, the two part NCR form is sent to the Evaluations Office for processing. One copy is mailed to the student and one copy is entered into the "on-line" computer system and then filed into the Admissions and Records student file.
9. **IMPORTANT REMINDER FOR APPROVED MODIFICATION OF MAJOR REQUESTS:** If you have not yet enrolled in or completed the course which you will use as a substitution for another required class, the substitution will not show on an on-line evaluation for your major until the class has been completed.