



EL PASO COMMUNITY COLLEGE CHANGE OF MAJOR REQUEST

- A student can continue to enroll at EPCC after length of eligibility has been exceeded, but no financial assistance can be awarded to the student. Exceptions can be made through a request process on a case by case basis. This request process can only be initiated after the student has exceeded the length of eligibility for their previous declared major and prior to obtaining two Associate Degrees at EPCC. Request will only be approved **once**.
- The request must include a signed degree plan which takes in consideration transfer hours, EPCC hours and remaining hours needed for completion of the new program.
- Approval will only be afforded if it can be determined that the student is pursuing courses in the new degree plan and can complete the program without exceeding 150% of the hours needed to complete new program.
- Students may only enroll in courses needed to complete the new program. Any course(s) taken outside the new degree program will not be used to calculate an eligible student financial aid award amount.
- Degree required courses previously completed with a C or better will also be omitted when determining enrollment status. For example, if registered for 12 credit hours, and 3 hours are for a class where a grade of C or better was received, student will only be paid at 9 hrs.

Note: A student pursuing Associate of Arts degree (core curriculum) will not be considered.

**Change of Major Appeal Dates
For
2009-10**

Dates Appeal Must be Received at Financial Aid Office	FAO Committee Meets	Results Mailed/E-Mailed
August 24	August 26	August 28
September 14	September 16	September 18
October 19	October 21	October 23
November 16	November 18	November 20
December 14	December 16	December 18
January 15	January 20	January 22
February 15	February 17	February 19
April 12	April 14	April 16
May 24	May 26	May 28
June 21	June 23	June 25
July 19	July 21	July 23



**Financial Aid Office
Satisfactory Academic Progress
Change of Major Request**

Financial Aid Office Use Only	
_____	Double Degree verified (Not Eligible)
_____	Financial Suspension verified (Not Eligible)
_____	OVR45/90 verified
_____	Academic History
_____	Completed Degree Plan
Date received _____ FAO _____	

Request Process

A student can continue to enroll at EPCC after length of eligibility has been exceeded, but financial aid assistance will not be awarded to the student. Exceptions may be made through a request process on a case by case basis. This request process can only be initiated after the student has exceeded the length of eligibility for their previous declared major and prior to obtaining two Associate Degrees at EPCC. Request will only be approved **once**.

Submit a completed degree plan, to include transfer hours, EPCC hours and remaining hours needed for completion of the new degree plan, signed by the student and an EPCC counselor.

Student Name: _____ Last First	Student ID Number: _____
Mailing Address: _____ Number Street City State Zip Code	
EPCC Smart Start Network E-mail Address: _____	Telephone Number: _____
Prior Major: _____	New Major: _____
Date of Change of Major: _____	Expected Graduation Date: _____

Requests must be submitted within 30 days of notification from the Financial Aid Office that the student has exceeded their length of eligibility (45/90 hours) for their major. Students may not request consideration for a semester that has already ended.

This request is for the following semesters: Fall 20____ Spring 20____ Summer 20____

**Return this completed form and signed degree plan to any EPCC Financial Aid Office
or FAX to (915) 831-2294**

FOR OFFICE USE ONLY	
Financial Aid Administrative Review:	
Effective: _____	New Major: _____ Major Code/Catalog: _____ Major Hrs: _____ 150% Hours: _____
<u>Applicable Hours for Major</u>	<u>Calculation for Max Hours</u>
Transfer degree hours _____	Transfer degree hours _____
EPCC degree hours _____	EPCC pre-change degree hours _____
Hrs. needed for completion _____	EPCC Attempted Hrs since change _____
Total credit hours _____	Current Max Hours _____
Comments: _____	

_____	_____ Denied _____ Approved Term: _____
FAA _____ date _____	
Banner cleared by: _____	Date request results mailed/emailed: _____ FAO _____