



Central Ohio Technical College

The Gateway – Student Records

1179 University Drive, Newark, OH 43055
Phone: 740-364-9594 ■ Fax: 740-366-9160
cotcrecords@cotc.edu

Program Change Request

Submit this form to The Gateway to change a program or update plan of study year for a current student or a student who graduated within the preceding 3 semesters. Requests received after the 15th day of each semester will be effective after the end of the semester. Change of program **does not** imply admission into selective programs.

_____	_____	_____	_____
Last Name	First Name	Middle Name	Student ID
Current Address: _____		City: _____	
State: _____	Zip Code: _____	Phone: _____	<input type="checkbox"/> Landline <input type="checkbox"/> Mobile
Current Program: _____		Current Catalog Year: _____	
New Program OR Major/Option: _____		Program Code: _____	
		<i>(ex. BMT.AAB)</i>	
For Health Services only, indicate additional major: _____		New Catalog Year: _____	

Acceptance Fee Information

If you are changing from a Special Status student (non-degree or non-certificate seeking) to a degree or certificate seeking student at COTC, you will be charged an \$80 acceptance fee with your tuition the first semester that you enroll or re-enroll in classes. If you have applied for or are planning to apply for financial aid to help you pay for your tuition, you may choose to have the acceptance fee paid out of any excess financial aid that may be available to you or you may choose to pay this fee out of pocket. If you are not planning to use financial aid or if you do not receive enough aid to cover this fee, you are expected to pay the acceptance fee out-of-pocket.

Select an option for Acceptance Fee payment:

- Yes – Pay my Acceptance Fee from any excess financial aid I might receive.
- No – I will pay this fee out-of-pocket.

Students planning to use federal financial aid, which includes grants, loans and work-study, must have a high school diploma, GED or its equivalent. Verification of high school completion or equivalent may be requested at any time. Students who cannot provide this verification when requested risk losing all aid awarded to them during their time at COTC.

_____	_____
Student Signature	Date

Level I Approval

_____	_____
Gateway Advisor/Admissions Representative	Date

Level II Approval

_____	_____
Dean/Program Director	Date

If a student requests to change plan of study catalog year to a previous year, a Dean, Program Director or Administrator must approve the request.

Notes for denied request: _____

Gateway Use Only: CRI Code RGCPERDC added with status of "Not Reviewed"

Advisor

Verify Program Code: _____ Verify Catalog Year: _____

Personal Data updated Yes No N/A

Program Evaluation reviewed Yes No N/A

Course Substitutions reviewed Yes No N/A

Student Schedule reviewed Yes No N/A

Health Information Meeting scheduled Yes No N/A

Advisor Signature: _____ Date: _____

Records

Semester submitted: _____ Is student enrolled? Yes No Semester change effective: _____

Plan of Study Code: _____ Catalog Year: _____

Date Processed: _____ Initials: _____