



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: Change of Major
Number: 4.2.4.1**

Responsibility: Student Affairs
Last Updated: November 1, 2023
Related Policy: 4.2.4 Change of Major

President

Purpose:

This procedure allows for a change of academic major and ensures that accurate student records are maintained.

Procedure:

1. The student will meet with their assigned Navigator or Faculty Advisor to discuss changing their academic major.
2. The student will complete and submit the Change of Major form available on the Student Records website.
3. When the change of major form is approved, the Change of Academic Major form will be maintained in the student's permanent academic record.