

Petition to Switch Degree Programs

College of Professional Studies

INDIANA TECH

Student Information

Name: _____
Last First Middle Maiden

Home Address: _____
Address

_____ City State Zip

Home Phone: _____ Business Phone: _____

E-mail Address: _____ ID Number: _____

I am currently enrolled in the following course through the: ISP ADP

Course Number	Course Name	Start Date	End Date

I am requesting to be allowed to drop this class and be allowed to enroll in the same course through the: ISP ADP

Furthermore, I understand that in order for this request to be approved, the current class cannot be more than 50% complete (e.g., three months past the start date for ISP classes, after the third week of six week classes, or past week six of twelve week classes) and that I will not be allowed to drop the class in the future without having to pay the class tuition in full. Additionally, the \$50 switching fee must accompany this application. (Either attach a check for the amount, or complete the credit card section.) Lastly, I understand that I can only switch a class between degree programs once and that I am required to begin the new class the next time it appears on the schedule.

Student Signature: _____ Date: _____

Payment Information

Payment by Credit Card

Indiana Tech accepts Mastercard, Visa, Discover, and American Express. If you are paying the fee by credit card, please complete the following section:

Please check the appropriate bank card: MC Visa Discover American Express

Card Number: _____ Exp. Date: _____

Name as it appears on the card: _____ Amount to be billed: _____

For Office Use Only

Yes, your request to switch classes between degree programs has been approved. Listed below are the new class dates you have been assigned.

Course Number	Course Name	Start Date	End Date

No, your request to switch classes between degree programs has been denied. (See attached note.)

Signature of Director of ISP: _____ Date: _____