Summit College, Academic & Career Studies

**Program Change Notice**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Details | | | | | | | | | | |
| **Student Name:** | |  | | | | **Date of Notice:** | | |  | |
| **Campus:** | |  | | | | **Written Notification Received:** | | |  | |
| **Campus Leader:** | |  | | | | **Funding Agent:** | | |  | |
| Student on HOLD | | | | | | | | | | |
| Effective Hold Date: | | | | | | | | | | |
| Notes/Reason for HOLD: | | | | | | | | | | |
| Timeline Change | | | | | | | | | | |
| Current Timeline: | |  | | | | Effective Date: | | |  | |
| Extension: | |  | | | | Or, Change to timeline: | | |  | |
| Notes/Reason for Change: | | | | | | | | | | |
| Funding Agent Change | | | | | | | | | | |
| Previous SA: |  | | New SA: | | | |  | Effective Date: | |  |
| Class time change | | | | | | | | | | |
| Prev Class Time: |  | | New Class Time: | | | |  | Effective Date: | |  |
| Notes/Reason for Change: | | | | | | | | | | |
| Program Closure/Termination | | | | | | | | | | |
| Effective Date: | | | | |  | | | | | |
| Reason(s) for Termination: | | | | |  | | | | | |
| Summit Reason(s) | | | | |  | | | | | |
| Non-Summit Reason(s) | | | | |  | | | | | |
| Change Approval (if necessary) | | | | | | | | | | |
| Approved by (General Manager): | | | |  | | | | | | |
| Date: | | | |  | | | | | | |

**The purpose of this form is to ensure all parties are aware of any changes in programs after they have commenced. When program changes are proposed, discussed or approved (only by an SA), please notify Summit Team members by processing this document as follows:**

1. When a Campus Leader gets information directly from a FA, the proposed or approved changes must be recorded and sent to Support Office so files can be adjusted.