



Policy Source: Gwinnett Tech	Owner: Executive Director, Enrollment Support	Effective: 3/2010
Division: Student Affairs	Reviewed: 3/2010, 9/2015, 3/2019 Revised: 12/2020	

### **6.3.4 GT      Change of Major and Second Major**

#### **Change of Major**

Students are limited to two changes of major per academic year (July 1-June 30). The “Change of Major” form must be completed and submitted to the Enrollment Support Center no later than the late registration file completion deadline for a given term in order to be processed in time to be effective for that term. If a change of major is initiated after that date, the change would be effective for registration in the following term. All pending courses on the student’s schedule for the desired semester of activation must apply to the new major. All other courses will have to be dropped before change of major can be processed.

For students currently accepted to a program of study at Gwinnett Tech, and who have maintained continuous enrollment without a break of two or more semesters, or students who have a pending admission file within two semesters.

- Meet with your new major’s Enrollment Support Team to discuss and seek approval for your planned change of major.
- If currently receiving financial aid, or if you have a financial aid application pending, make sure you talk with your Enrollment Advisor about how your planned change of major might affect your award.

#### **Approval of Second Major**

Certificate level programs only will be considered for the second major option. The “Approval of Second Major” form must be obtained from and submitted with all signatures to the Enrollment Support Center no later than the late registration file completion deadline for a given term in order to be processed in time to be effective for that term. If received after that date, the change would be effective for registration in the following term. In order to be approved for a second major, a student must follow these procedures and submit this completed signed form to the Enrollment Support Center.

#### **Notice to Financial Aid Recipients**

Students enrolled in a diploma or certificate program using financial aid (Pell, Hope, and/or Student Loans) must add a second major that contains at least 16 credit hours to be eligible to continue to receive financial aid.

Students enrolled in a degree program wishing to add a second major which contains at least 16 credit hours will not be eligible for Georgia State funded financial aid for the academic year(s) during which they have the second major.

Students adding a second major which contains fewer than 16 credit hours will not be eligible for any federal or Georgia State funded financial aid for the academic year(s) during which they have the second major.

**Students must meet ONE of the following criteria before completing the second major request:**

- Must have completed at least two terms in current program of study with no withdrawals and a grade of "C" or better for all courses attempted.
- Must be waiting to enroll in essential technical program courses in student's current program of study. (Example: Automotive, Culinary, etc.)
- Must be waiting for admissions to a competitive or late start program.
- Must be requesting enrollment in a program with specific course sequence.