



Instructions for completing a Fillable PDF form

- **PC/MAC Users**
 - Use a desktop or laptop only computer to fill out forms, **NO MOBILE DEVICES**.
 - Users of Windows and Mac **must only use** the free **Adobe Reader**.
 - To download Windows or Mac version to your computer
<https://get.adobe.com/reader/>

- **How to open the PDF and save to your computer:**
 - Open the PDF file link from our website.
 - <https://www.trinitycollegeqc.edu/forms-and-resources.aspx>
 - Academic & Student Services Forms
 - [Request for Change in Program and/or Graduation Date Form](#)
 - **Right click** on the form and **click “Save as”**.
 - **Save** the file to your computers Desktop or Documents folder.
 - Open the form with **Adobe Reader**.
 - Fill in your complete information.
 - Once completed, go to **File** and select **“Save”** or **“Save as”** version of the file to your computer.

- **How to attach PDF to your email.**
 - Open your email service.
 - Create an email and attach your filled PDF form and send to
Cara.Banks@trinitycollegeqc.edu



Request for Change in Program and/or Graduation Date

1. Student Name: _____

2. Current Program and program option: BSN-A BSN-B MSN Original Graduation Date: _____

3. New Program: BSN-B (check only if changing program option) New Anticipated Graduation Date: _____

4. Rationale for change: _____

5. Student self-identified plan to be successful in new program option or revised curriculum schedule:

6. New curriculum plan: (See reverse)

Student Signature: _____ Date: _____

Academic Advisor: _____ Date: _____

Program Coordinator or Academic Dean: _____ Date: _____

OFFICE USE ONLY:

- Student Services Secretary
- Faculty Secretary
- ATI Coordinator
- Admissions Representative
- Bursar
- Financial Aid Specialist
- Registrar



Date: _____

Curriculum plan for: _____

Current program: _____ Program option: _____

SUMMER SEMESTER	
TOTAL	SH

FALL SEMESTER		SPRING SEMESTER	
TOTAL	SH	TOTAL	SH

SUMMER SEMESTER	
TOTAL	SH

FALL SEMESTER		SPRING SEMESTER	
TOTAL	SH	TOTAL	SH

SUMMER SEMESTER	
TOTAL	SH