



**TO THE STUDENT**

Please fill in all information requested on this form, sign it, and ask the Dean of your present school to sign it.

Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_  
Last (print) First Middle

Student I.D. #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Present School: \_\_\_\_\_ Present Major: \_\_\_\_\_

Proposed School: \_\_\_\_\_ Proposed Major: \_\_\_\_\_

Reason for Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Effective Semester: \_\_\_\_\_

**TO DEANS**

Dean of present school will sign this form and send it along with all the student's records to the Dean of the proposed school. The Dean of the proposed school will complete the form, indicating reason for acceptance or refusal. If the student is not accepted, all records are to be returned to the original school.

Overall GPA: \_\_\_\_\_

**Is student currently on academic probation?**  Yes  No

Dean of Present School: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Comments: \_\_\_\_\_  
\_\_\_\_\_

New Faculty Advisor: \_\_\_\_\_

Dean of Proposed School: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature