

# University of Houston Clear Lake

## Academic Record Change Form

**Purpose:** This form is to request a change of: Academic Plan (major) within same College, or Academic Program (change to different Academic College), or from Degree-seeking to Non-Degree Seeking status.

**Instructions:** Students must consult with an academic advisor before completing. Fill out all applicable sections and sign.

**Processing Time:** Please allow 3-5 business days.

**Note:** \*Changes from Non-Degree Seeking to Degree-Seeking status must be completed through a new application via Admissions.

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
Last Name First Middle

**Academic Level:** Graduate \_\_\_\_\_ Undergraduate \_\_\_\_\_ I currently have a minor (Y/N) \_\_\_\_\_

**Choose one of the following:**

**Change of Academic Plan (Major) within the same College:**

I am requesting to change my major as indicated below.

Current Plan/Subplan: \_\_\_\_\_ New Plan/Subplan: \_\_\_\_\_

This change may be processed by the college academic advisor once the student is advised in the new degree plan. If applicable, the minor implications have been discussed. Update the Minor Declaration Form as needed.

**Advisor -- check this box if the plan changes involve a BAS or BSN degree—forward to Registrar’s Office**

**Change of Academic Program (changing to another College):**

Effective \_\_\_\_\_ (enter requirement term), I am requesting to change my major to another College as indicated below.

Current Plan/Subplan: \_\_\_\_\_ New Plan/Subplan: \_\_\_\_\_

Current College: \_\_\_\_\_ New College: \_\_\_\_\_

**Advisor -- check this box if the plan changes involve a BAS or BSN degree—forward to Registrar’s Office**

Freshmen and sophomores: The University Academic Advising Center will forward this form to the Registrar’s Office for processing.

All other students: Once the student is advised in the new major, the advisor in the new college must forward this form to the Registrar’s Office for processing.

**Minors:** If applicable, the minor implications have been discussed. Update the Minor Declaration Form as needed. If the minor is no longer applicable, please remove the minor from the student’s record prior to forwarding to the Registrar’s Office.

**I am requesting to change my academic status from Degree Seeking to Non-Degree Seeking status.**

This form must be forwarded to the Registrar’s Office for processing.

**Acknowledgment-I have been advised by an academic advisor in the College of:**

- Human Sciences and Humanities       Science and Engineering  
 Business       Education       University Academic Advising Center

\_\_\_\_\_  
**STUDENT SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PHONE NUMBER**

\_\_\_\_\_  
**ADVISOR SIGNATURE (REQUIRED)**

\_\_\_\_\_  
**ADVISOR PRINT NAME**

\_\_\_\_\_  
**DATE**

**Academic Advising Office Use Only**

Academic Plan changed by:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Registrar’s Office Use Only**

Academic Status changed by:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Reminder: Review BAS/BSN Checkboxes