

## **Change of major**

Students may change majors within the School of Business during registration by submitting an Academic Record Change (ARC) form to the advising office. Students wishing to change to one of the other three schools within UHCL must contact the advising office for that school. Students currently enrolled in one of the other three schools who wish to change to a major within the School of Business are encouraged to bring transcripts and discuss requirements with a School of Business advisor.

*Scroll down for ARC form...*

**Academic Record Change Form (ARC)**  
(request to change major)

PLEASE PRINT

**UHCL Student ID #** \_\_\_\_\_

**Academic Level:**     \_\_\_\_\_ Undergraduate     \_\_\_\_\_ Graduate

**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Contact phone number** \_\_\_\_\_

**ACADEMIC RECORD CHANGE REQUEST:**

From: Major \_\_\_\_\_

School of \_\_\_\_\_

To: Major \_\_\_\_\_

School of \_\_\_\_\_

I request that the academic record change be approved. I understand that approval of this request does not constitute acceptance into a graduate degree program. A Candidate Plan of Study will be mailed during the coming semester.

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
_____	Advisor Approval (Required for graduate students)
_____	ARC Updated in PS (Date & initials)
_____	File reviewed, CPS prepared (Date & initials)

If you have any questions, please contact our office at 281-283-3110.

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.