

School of Science & Computer Engineering

Directions: Complete the applicable sections and deliver to the Associate Dean's office of your new school, or to the current Associate Dean if this a change in status only. The Associate Dean will approve, or request evaluation of credentials. The Registrar will notify the student when approval has been processed. Allow 2-6 weeks for processing.

Student Name: _____

Student ID #: _____

Street Address: _____

City/State/Zip: _____ / _____ / _____

Semester Change is to become effective (Current or Future Semester): _____

Are you a candidate for graduation this semester: _____ Yes _____ No

NOTE: Students changing from Non-Degree to Degree Seeking or Undergraduate to Graduate will need to reapply in Office of Admissions.

Academic Record Change Requested:

From:

To:

_____ Graduate

_____ Graduate

_____ Undergraduate

_____ Undergraduate

_____ Degree Seeking

_____ Degree Seeking

_____ Non-Degree Seeking

_____ Non-Degree Seeking

_____ Current Major (1)

_____ New Major (1)

_____ Current Major (2)

_____ New Major (2)

I request that the academic record change be approved. I understand that approval of this request does not constitute acceptance into a degree program. A degree plan must be on file in the approving school before acceptance is final.

Student Signature/Date: _____ / _____ / _____

Action By School

_____ Approval of ARC

_____ Records Forwarded to School

_____ Disapproval of ARC

_____ Updated in System

_____ / _____ / _____

Associate Dean's Signature/Date