Benedictine University

Informing today—Transforming tomorrow

CHANGE OF ACADEMIC PLAN

Traditional Undergraduate / Adult Accelerated Programs

PART I **General Information** *(To be completed by the student.)*

STUDENT NAME: _____ ID#: _____

CONTACT NUMBER: _____ E-MAIL: _____

STUDENT STATUS: ☐ FR ☐ SO ☐ JR ☐ SR ☐ ADULT

PART II **Academic Information** *(To be completed by the student.)*

CURRENT MAJOR: _____

CURRENT MINOR: _____
If applicable. (This includes secondary teacher certification.)

Select one and fill in at right.
☐ NEW MAJOR
☐ 2nd MAJOR _____
Also identify specific concentration, if applicable.

Select one, if applicable.
☐ NEW MINOR
☐ ADDED MINOR _____
Secondary Education minor is available to specific majors only.

PART III **Approvals & Recording** *(Student must obtain the required signatures before the form can be processed. The student must submit the completed form to the Student Success Center, 249 Kindlon Hall.)*

APPROVED: _____ _____
Current Advisor Date

APPROVED: _____ _____
New Advisor or Second Advisor Date

UPDATED: _____ _____
Student Success Center Date

Select any that apply.
☐ *Advising file forwarded to new department.*
☐ *Requested previous advisor to forward advising file to new department.*
☐ *Advising file created for second advisor.*

Distribute: Current / Former Academic Advisor, New Academic Advisor, Student