

CHANGE OF ACADEMIC PLAN
Traditional Undergraduate / Adult Accelerated Programs

Please return completed form to the Office of the Registrar, LOWNIK 103

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

STUDENT NAME _____ BenU ID _____
(Print)

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

Traditional Adult Learning Team Number _____ Online

MAJOR First _____ Second _____

MINOR First _____ Second _____

CONCENTRATION First _____ Second _____

PART III New Academic Information *Include all components of degree plan. (To be completed by the student.)*

Traditional Adult Learning Team Number _____ Online **Changing Academic Advisor Only**

MAJOR First _____ Second _____

MINOR First _____ Second _____

CONCENTRATION First _____ Second _____

Is this a change of campus? **No change** Main to Springfield Main to Mesa Springfield to Mesa
 Springfield to Main Mesa to Main Mesa to Springfield

Is this a permanent change of campus or do you only wish to attend a different campus for one semester as a visiting student?
 Permanent Change of Campus Change of Campus for only one semester as a Visiting Student

Effective term for campus change _____

AUTHORIZED _____
Student Signature _____ Date _____
At this time, all signatures, where required, must be hand-written on the form

PART IV Approvals *Student must obtain the required signatures before the form can be processed.
Completed forms should be returned to the Office of the Registrar in Lownik 103.*

APPROVED _____
Current Advisor **(Print)** _____ Date _____

Current Advisor (Signature) _____ Date _____
At this time, all signatures, where required, must be hand-written on the form

APPROVED _____
New or Second Advisor, if Applicable **(Print)** _____ Date _____

New or Second Advisor, if Applicable (Signature) _____ Date _____
At this time, all signatures, where required, must be hand-written on the form

PART V Recording

UPDATED _____
Office of the Registrar Signature _____ 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 new / second advisor.
 - No file movement required.