



# REQUEST FOR CHANGE OF DEGREE PLAN INFORMATION

## (Undergraduate & Teacher Certification Programs)

Office of the University Registrar

**Semester/Year of Request**

Fall 20 \_\_\_\_
  Spring 20 \_\_\_\_
  Summer I / Maymester 20 \_\_\_\_
  Summer II 20 \_\_\_\_

(Please Print)

Banner ID	Last Name	First Name	MI	Date of Birth
Mailing Address			City, State, Zip	
Phone Number	Email		Classification	

(ALL FIELDS ARE REQUIRED) - Note: Degree Plan Changes submitted after 12th Class Day (Census Date) will be processed for the following semester.

	From: (Current Information)	To: (Proposed Degree Information)
<b>Catalog Year</b>		
<b>Degree</b>		
<b>Major (s)</b>		
<b>Concentration (s)</b> <i>(if applicable)</i>		
<b>Minor</b> <i>(if applicable)</i>		
<b>Teacher Cert. Level</b> <i>(if applicable)</i>		

Please note that the catalog year selected is valid for five (5) years and that you MUST have been enrolled during that period (i.e.: cata-log year 2014 expires in Summer II 2019). *Special non-degree students must complete a new "Application for Admissions" and will be placed in catalog in effect at the time of request.*

Also, if you are changing from *undergraduate to graduate* status, you must complete an Application for Graduate Admission for the University and get approval from the Office of Graduate Studies. Contact the Office of Graduate Studies (ZSC 206) for more information.

For admission to a teacher education program, you MUST have completed all requirements as specified in the current catalog. Please see the Certification Office (KL 421A).

  
  


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Coordinator Signature *(if applicable)* \_\_\_\_\_ Date \_\_\_\_\_

For admission to the Nursing Program, you MUST have completed all requirements as specified in the current catalog. Please see an advisor in the College of Nursing and Health Sciences (CNS 111D) for further information.

  
  


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CNHS Advisor Signature *(if applicable)* \_\_\_\_\_ Date \_\_\_\_\_

Reason for Change \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

-Request processed by: \_\_\_\_\_ Date: \_\_\_\_\_

-Add holds, if needed, to SOAHOLD

-Process and verify degree evaluation