OFFICE OF RECORDS

CHANGE OF CAMPUS FORM

Students requesting a change of curriculum and/or campus will be subject to all requirements and enrollment restrictions of the college and departments in which the proposed new major/ campus is located. The Minimum transfer eligibility requirement for the change of campus is a cumulative 2.5 or higher and a minimum of 30 credit hours at your current campus; this does not include transfer hours from other institution. The request is also contingent upon approval by the receiving department. The set deadline for submission: Fall by March 1, Spring by September 1st, and no summer transfer allowed.

This Form can be filled out with Adobe Acrobat and then printed for signatures. Any questions may be directed to the Office of Records

UIN: ..... Enrollment Year: ..... Intended Semester .....

Name: .....
Last First Middle

Citizenship: ..... ☐ USA Citizen ☐ USA Permanent Resident

Local Address: .....

Email address: ..... Mobile Number: .....

Current Major: Degree ..... Classification: ☐ U1 ☐ U2 ☐ U3 ☐ U4 ☐ U5

☐ Change of Campus Name of New campus: .....

☐ Change of Major ☐ Add as a Second Major ☐ Change Degree Type

New Major: ..... Option (*If applicable*) ..... Degree: .....

Current Academic Standing: ☐ **Good Standing** ☐ **On Probation** ☐ **Blocked / Dropped**

I hereby request the following change (s) in Campus and /or Curriculum. I understand I will be subject to all requirements and enrollment restrictions of the college and /or department my proposed new campus and /or new major is located, that my graduation may be delayed as a result of changing to a new curriculum and/or campus, and I may become ineligible for $1000 tuition rebate if I have credit hours that cannot be used toward my chosen degree plan.

Student Signature ..... Date: .....

To Be Completed by accepting department and / or college

The change of curriculum and / or Campus requested above has been reviewed and approved by the authorized representatives of the academic department and/ or college in which the proposed new major and/ or campus is located.

The student will be required to satisfy degree requirements found in Catalog: .....

The Student has been accepted into his/ her requested Campus: ☐ In Good Standing ☐ On Probation

The student has been accepted into his/ her requested Major: ☐ In Good Standing ☐ On Probation

Probation Terms (if applicable) .....

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Department Head / Advisor ..... Date: .....

College Dean / Advisor ..... Date: .....

Upon completion, Please send a copy of this form to the following departments.

Registrar/ Office of Records where the student former Major/ Campus is located: ☐ Date Sent: .....

Current Department where the student former Major/ Campus is located: ☐ *Date Sent:* .....

IF THE STUDENT IS NOT A USA CITIZEN/ PERMANENT RESIDENT HOLDER – THEN COPY FORM TO ISS FOR APPROVAL: ☐

Revised 7/27/2011