

CHANGE OF COLLEGE, MAJOR, OR DEGREE OPTION

Process and Steps for Completing the Change Request Form

Students who are changing their college, major, or degree option at the University of Oklahoma Health Sciences Center must complete the Change Request Form and submit to The Office of Admissions and Records with appropriate signatures for processing.

Steps: 1) Student or College/Department completes Section A; 2) Accepting College/Department completes Section B and C (If denied, return to The Office of Admissions and Records); 3) Releasing College and Department completes Section D (If applicable forward to Graduate College); 4) Submit the completed form with all signatures and dates to Admissions and Records, BSEB 200.

SECTION A COMPLETE BY STUDENT OR COLLEGE/DEPARTMENT

Student Name (please print)			Student ID Number	Effective Term & Year
Last Name	First Name	Middle		
College Currently Enrolled In	College	Department	Major/Plan Code	
Requesting College To Change To	College	Department	Major/Plan Code	

Add Additional Major/Plan Code (Example-Certificate)

Student Signature	Date	Year in Program	Expected Grad Term

SECTION B COMPLETE BY ACCEPTING COLLEGE

Action Taken:	Admit-Full Standing	Admit-Conditionally	Admit-Probation
Alternate	Denied	Deferred	Deactivate

Comments:

SECTION C SIGNATURE OF APPROVAL (ACCEPTING COLLEGE)

Accepting Department Chairperson	Date	Graduate College Dean	Date
Accepting College Dean	Date		

SECTION D Signature of Approval (Releasing College)

Releasing Department Chairperson	Date	Graduate College Dean	Date
Releasing College Dean	Date		

Administrative Use Only

Processed By	Date	Comments