SAMUEL MERRITT UNIVERSITY Office of the Registrar

ADVISOR REASSIGNMENT FORM

Process for advisor reassignment:

- 1. Make an appointment with the proposed new advisor, and request approval for reassignment. Please note that an advisor has the option to decline accepting additional advisees.
- 2. If new advisor agrees to accept student as a new advisee, have new advisor sign the form.
- 3. Return completed form to the Office of the Registrar.
- 4. The Office of the Registrar will notify the student's current advisor to forward the student's advising file to the new advisor.

STUDENT NAME:	
STUDENT ID:	
TODAY'S DATE:	
CURRENT ADVISOR:	
NEW ADVISOR:	(Please print and sign your name)

Current advisor: The student listed on this form has requested a change of advisor. At your earliest convenience, please forward the student's advising file to the new advisor listed above. Thank you.

CC: Current advisor
New advisor
Student
Student file