

1. Complete a separate form for each request and attach any pertinent documentation.
2. Return the completed request **regarding major/minor changes** to the Department Chairperson. **All others** are returned to the Office of the Registrar in Wickes 151.
3. You will receive written notification of the results.

Date: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_

Student Name: \_\_\_\_\_

Street/Apt.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Major/Program: \_\_\_\_\_

Semester You Plan to Graduate: \_\_\_\_\_

**Request Regarding:**    Transfer Credit                   General Education                   Major/Minor

Request and Justification:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

Approved  Denied  Chair/Dept.: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied  Dean/College: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied  Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_