

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 | Degree Name | Department | Major/Plan Code | |
| | | | | |
| Requesting College To Change To | Degree Name | 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 |
| GPA: | | | |
| 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 |
| | | |