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 Harold Hamm Health Campus must complete the Change Request Form and submit to the Office of the Registrar 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 the Registrar); 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 the Office of the Registrar, G. Rainey Williams Pavilion, 920 Stanton L. Young Blvd., STE 2450, Oklahoma City, OK 73104-5036.

SECTION A: COMPLETE BY STUDENT OR COLLEGE/DEPARTMENT

Student's Name (Last, First, Middle) | Student ID | Effective Term & Year

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 | Year In Program | Expected Grad Term

Student Signature | Date

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