

VINCENNES UNIVERSITY
REQUEST TO CHANGE CURRICULUM/MAJOR
(Please Print)

INSTRUCTIONS: If a student chooses to change major and/or degree and/or catalog, there **MUST** be documentation.

Documentation Without Signed Form:

1. The Advisor of the Old Curriculum should notify approved College contact person (college secretary or department chair, depending on college) of the change.
2. College contact will notify Records Office via email as soon as possible, indicating change (student name, student ID number, old major to new major (and/or degree change, catalog change).

Documentation With Signed Form: If the change includes the request to remove courses, then the Advisor for the new MAJOR **MUST** complete this form, with signatures, and submit to the Records Office.

Today's Date:		Student ID :	
Student Name:			
Last Name		First Name	Middle Name
Old Major:		Old Major Number:	
Old Degree:			
New Major:		New Major Number:	
New Degree:		Catalog Year/Term:	
The New Advisor should list below courses NOT required on student's new curriculum in which "D's" or "F's" were previously received, and which the student requests to be removed from the grade point index.			
Developmental courses and UCC courses MAY NOT be excluded by change in curriculum.			
Course No.	Course Name	Semester/Year	Grade

For additional course, add attachment.

Signature of Student	Date
Signature of Advisor of Old Curriculum/Major	Date
Signature of Advisor of New Curriculum/Major	Date
Signature of Registrar's Office	Date