Benedictine University®

Please return completed form to the Office of the Registrar, LOWNIK 103

CHANGE OF ACADEMIC PLAN

Traditional Undergraduate / Adult Accelerated Programs

PART I General Information *(To be completed by the student.)*

STUDENT NAME _____ ID _____

PART II Current Academic Information *(To be completed by the student.)*

☐ Traditional ☐ Adult ☐ Learning Team Number_____ ☐ Online

MAJOR First: _____ Second: _____

MINOR First: _____ Second: _____

CONCENTRATION First: _____ Second: _____

PART III New Academic Information *Include all components of degree plan. (To be completed by the student.)*

☐ Traditional ☐ Adult ☐ Learning Team Number_____ ☐ Online ☐ **Changing Academic Advisor Only**

MAJOR First: _____ Second: _____

MINOR First: _____ Second: _____

CONCENTRATION First: _____ Second: _____

Is this a change of campus?

☐ **No change** ☐ Main to Springfield ☐ Springfield to Main ☐ Main to Mesa ☐ Mesa to Main ☐ Springfield to Mesa ☐ Mesa to Springfield

Is this a permanent change of campus or do you only wish to attend a different campus for one semester as a visiting student?

☐ Permanent Change of Campus ☐ Change of Campus for only one semester as a Visiting Student

Effective term for campus change: _____

AUTHORIZED _____ _____

Student Signature Date

PART IV Approvals and Recording *Student must obtain the required signatures before the form can be processed. Completed forms should be returned to the Office of the Registrar.*

APPROVED _____ _____

Current Advisor (**Print**) Date

_____ _____

Current Advisor (Signature) Date

APPROVED _____ _____

New/Second Advisor, if Applicable (**Print**) Date

_____ _____

New/Second Advisor, if Applicable (Signature) Date

UPDATED _____ _____

Office of the Registrar Signature Date

Select any that apply.

☐ *Advising file forwarded to new department.*
☐ *Requested previous advisor to forward advising file to new department.*
☐ *Advising file created for new / second advisor.*
☐ *No file movement required.*

Revised: Registrar's Office 01-17 JS