

BELHAVEN UNIVERSITY
REQUEST TO CHANGE ACADEMIC PLAN (effective 4/18/12)

Student's Name: _____ **Belhaven ID #** _____
Address: Street _____ **City** _____ **State** _____ **Zip** _____
Phone Number: Area Code & Number _____ **Email Address** _____
Cell Phone Number: _____
Expected Graduation Date: _____ **Degree:** _____

Request for:

<p>Degree Change: Current Degree: _____ New Degree: _____ Effective Date _____</p> <p>Reason for change: _____ _____</p>

<p>Schedule Change: Drop Current Course: _____ Section: _____ Dates: _____</p> <p>Add New Course: _____ Section: _____ Dates: _____</p> <p>Reason for change: _____</p> <p>Use the back of this sheet if needed.</p>
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<p>Independent Study: Course Requested: _____ Dates: _____</p> <p>Reason For IS: _____ _____</p> <p>Have all other alternatives been considered? ____ Y ____ N</p>
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<p>Double: Course 1 Requested: _____ Dates: _____</p> <p>Course 2 Requested: _____ Dates: _____</p> <p>Current GPA _____ Reason For Double: _____ _____</p> <p>Masters degree students are discouraged from requests to double. Undergraduate students may not double in quantitative courses.</p>

(Please sign, indicating your need for this request)

Student Signature: _____ **Date** _____

Required Signatures:

Student Services: _____ **Date** _____ Approved Denied

Dean: _____ **Date** _____ Approved Denied

Instructions for Processing:

- Student files request or Student Services (SS) fills out form based on student verbal request.
- SS reviews student's academic plan to determine need for requested change.
- SS evaluates request for approval or denial and signs form.
- If SS agrees with request, SS submits request to Dean for approval or denial of request.
- After Dean's signature, SS contacts student with approval/denial decision; if approved SS updates the student's registration. SS notifies registrar's office as appropriate.

Note: Program change (e.g. from Adult Studies to Online) requires creation of new academic plan by registrar's office.