



COLLEGE AND MAJOR TRANSFER APPLICATION

Students may only have ONE active application at a time.

SEMESTER OF APPLICATION:	STUDENT ID:
STUDENT NAME:	

COLLEGE TRANSFER: Complete this section if you are applying for transfer from your current College to a new College. If you are changing your major within your current College, please complete the next section.

YOUR CURRENT COLLEGE	APPLICATION FOR TRANSFER TO A NEW COLLEGE
CURRENT COLLEGE:	NEW COLLEGE:
CURRENT MAJOR:	NEW MAJOR:

STUDENT SIGNATURE:	DATE:
CURRENT COLLEGE ADVISOR SIGNATURE:	DATE:

The Current College Advisor will forward this application to the New College for Review.
CURRENT COLLEGE ADVISOR COMMENTS:

TRANSFER COLLEGE DECISION

Approved for admission to the new College, Undeclared Major
 Approved for admission to the new College and Major
 Denied admission, the student will remain in the Current College listed above.

DEAN OF THE NEW COLLEGE SIGNATURE:	DATE:
---	--------------

APPLICATION FOR A NEW MAJOR: Complete this section if you are changing your Major within your current College.

CURRENT COLLEGE STATUS	
CURRENT COLLEGE:	
CURRENT MAJOR:	NEW MAJOR:

STUDENT SIGNATURE:	DATE:
COLLEGE ADVISOR SIGNATURE:	DATE:

CURRENT COLLEGE ADVISOR COMMENTS:

NEW MAJOR DECISION

Approved for admission to the new Major
 Denied admission, the student will remain in the Current Major listed above.

DEAN OF THE NEW COLLEGE SIGNATURE:	DATE:
---	--------------

SEE BACK OF THIS FORM.

Procedure

- ❑ **Student**, complete this form under the supervision of your current advisor.
- ❑ **Advisor**, review the eligibility of the student, make a recommendation, attach relevant academic assessment information (if required) and then forward to the Dean
- ❑ **College Dean or designate**, evaluate the application and indicate your decision.
Create 3 copies of your decision.
 - One for **your file**.
 - One copy should be sent to the **Current/Old College listed above to the attention of the College Advisor**. Should this application be unsuccessful, the College Advisor should contact the student to review the results and determine the next step. Should the student repeat courses to improve their average? Should the student complete other required courses? OR Should the student submit another application to a different College and/or Major? Remember that students **MUST** have only **ONE** active application at a time.
 - One copy to the **Registrar's Office**. Attach a copy of the letter to the student to this form.

Send the original letter to the student. We recommend that it be sent to the attention of the parent or guardian.

RECEIVED BY REGISTRAR OFFICE: _____

DATE: _____