

# Alfred University

## COLLEGE/SCHOOL CHANGE FORM

(Instructions for completion are on the back of this form)

### Student Information:

AU ID#	Name (last, first, middle initial)	Chosen
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**Current College(s)/School(s):**  Art & Design  Engineering  Liberal Arts & Sciences  College of Business

Current Majors(s): \_\_\_\_\_

### I request permission to:

**Change College/School to:**  Art & Design  Engineering  Liberal Arts & Sciences  College of Business

With a major in: \_\_\_\_\_

**Add a Second College/School:**  Art & Design  Engineering  Liberal Arts & Sciences  College of Business  
(Declare a double-degree program)\*

With a major in: \_\_\_\_\_

**Delete a College/School:**  Art & Design  Engineering  Liberal Arts & Sciences  College of Business  
(Discontinue a double-degree program)

**This change is to take effect:**  Fall Semester  Spring Semester Year \_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Current Dean:

Student's Current Advisor: \_\_\_\_\_

Request Noted:

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please send this form to the new Dean)

### New Dean:

**Class Standing:**  First-Year/Freshman  Sophomore  Junior  Senior

**Academic Standing:**  Good Standing  Academic Probation  Extended Academic Probation

If this request is **not** approved, please return form to the Current Dean, and send a copy to the student with an explanation and a copy to Registrar for the student's folder.

**Request Approved**  **Request NOT Approved**

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New/Added Major Advisor: \_\_\_\_\_

(Please send or bring completed form to Registrar's Office in the Student Service Center – Seidlin Hall)

Registrar's Office Use:

Date change recorded _____ by _____ (copies to new and former advisors)
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## Instructions for Completion of the College/School Change Form

- 1) After filling in your name and AU ID#, indicate your current AU College(s)/School(s) by checking the appropriate box(es)
- 2) Write in the major(s) you are currently pursuing
- 3) Indicate the type of change you are requesting:
  - If you wish to change from one AU college/school to another (and drop your current program of study), check the first box: “*Change College/School*” and indicate the new program that you wish to declare
  - If you wish to declare a Double-Degree program\* so that you continue to pursue your current program of study and pursue a second degree in another AU College or School at the same time, check the second box: “*Add a Second College or School*” and indicate the additional program that you wish to declare
  - If you are already in a Double-Degree program but now wish to drop one of your degree programs, check the third box: “*Delete a College/School*” and indicate the program you wish to drop and no longer pursue
- 4) Indicate the term for which you would like this change to take effect (a college/school change is sometimes delayed a semester due to impact of the change on tuition charges and/or financial aid awards)
- 5) Sign the form and ask your faculty advisor to sign it
- 6) Take the form to the Dean of your *current* College/School
- 7) Your current Dean will either send the form to your new Dean or return it to you so that you may take it to the new Dean
- 8) If the new Dean approves and signs the form, it is sent to the Registrar’s Office where the change is recorded in your student record

### \* Policy on Double-Degrees from the Alfred University Academic Regulations

Students may earn two baccalaureate degrees to be awarded simultaneously (“double degrees”) when the two degree programs are offered within the School of Art and Design (B.S. and B.F.A.) or when the two programs are offered by two distinct AU Colleges/Schools. (e.g.: B.A. in the College of Liberal Arts and Sciences and B.F.A. in the School of Art and Design; B.S. degrees offered in the College of Business and in the Inamori School of Engineering.)

To receive two degrees simultaneously, students must complete all University, College/School, and major requirements in effect for both programs at the time the student was admitted (or last readmitted) to undergraduate study at AU and earn a minimum of 148 semester credit hours. Two diplomas are presented at graduation.