

FILE TRANSMITTAL FORM

for changing curriculum and/or college

NAME (Last, First, Middle) _____ STUDENT ID _____

CELL PHONE _____ ISU E-MAIL _____@iastate.edu _____
Student's Signature

CURRENT PRIMARY MAJOR: _____ PROPOSED MAJOR: _____ CURRENT SECONDARY MAJOR*: _____
see step 2, below

Follow the steps below to complete the process for changing a major. Failure to follow the steps may delay or block your registration and/or changes to your program of study. It is your responsibility to review policies and deadlines for changing majors.

	Student	➔	Adviser/Athletics Academic Services
Step 1	<p>___ Check if you are a student-athlete; make an appointment with your athletics academic coordinator who will run and review a degree audit for your proposed major.</p> <p>If you are not a student athlete, go to Step 2.</p>		<p>_____</p> <p style="text-align: center;"><i>Athletics Academic Services</i> <i>Date</i></p>
	Student	➔	Current Adviser
Step 2	<p>Meet with your adviser; review the following: *Multiple majors: attach a completed Multiple Curricula or Multiple Degrees form. www.registrar.iastate.edu/forms/multiple.pdf</p> <p>Changing your major invalidates your minor. You must file a cancellation/new minor request form: www.registrar.iastate.edu/forms/minorform.pdf</p>		<p>Check all of the following that apply: ___ Academic Probation or Warning Code (P, W, R). ___ Academic Probation hold removed. ___ Attach advising file, including RAN if applicable.</p> <p>_____</p> <p style="text-align: center;"><i>Adviser Signature</i> <i>Date</i></p>
	Student	➔	Current College Student Services Office
Step 3	<p>___ Submit folders/forms to <i>current</i> College Student Services Office. ___ Obtain the college representative's signature.</p> <p>Current College Student Services Office Location: _____</p>		<p>___ Attach Dean's folder, if applicable. ___ Record curriculum/major.</p> <p>_____</p> <p style="text-align: center;"><i>Current Student Services Office Signature</i> <i>Date</i></p>
	Student	➔	New College Student Services Office
Step 4	<p>___ Submit folders/forms to your <i>new</i> College Student Services Office for review by a college representative. ___ Obtain the college representative's signature.</p> <p>New College Student Services Office Location: _____</p>		<p>___ Record curriculum/major. Keep Dean's file, if applicable.</p> <p>_____</p> <p style="text-align: center;"><i>New Student Services Office Signature</i> <i>Date</i></p>
	Student	➔	New Department Office
Step 5	<p>___ Take folder to new department office/adviser. ___ Minor (If checked, you must process a new minor form or your minor will be dropped.) ___ Honors (If checked, contact the Honors Program to submit a new Statement of Purpose.)</p> <p>New Department Office Location: _____</p>		<p>_____</p> <p style="text-align: center;"><i>New Adviser Name</i></p> <p>_____</p> <p style="text-align: center;"><i>New Adviser Net ID</i></p> <p>_____</p> <p style="text-align: center;"><i>New Department Office Signature</i> <i>Date</i></p> <p>Complete new degree audit information below and return this form to student services office.</p>
New College Student Services Office			New Degree Audit Information
<p>SS Office Locations AgLS: 20 Curtiss Bus: 1200 Gerdin Des: 297 Design Engr: 2620 Howe H Sci: 131 MacKay LAS: 102 Catt</p>	<p>___ Curriculum/major change recorded. ___ Degree audit information recorded. ___ Curriculum/major change sent to Office of the Registrar.</p> <p>_____</p> <p style="text-align: center;"><i>Effective Date of Curriculum/Major Change</i></p>		<p>Major: _____</p> <p>_____</p> <p>Option: _____</p> <p>Degree Objective: _____</p> <p>Catalog: _____</p> <p>Expected term of graduation: _____</p>