UNDERGRADUATE CHANGE OF COLLEGE REQUEST

<u>NOTE:</u> Accepted applicants who have not yet enrolled but wish to change GSU colleges must contact the Office of Admissions, 200 Sparks Hall.

This form should be used by **<u>seniors only</u>** to change to another GSU college. You must make an appointment with an advisor to change your college. If you have less than 90 credits hours, you must change colleges in the University Advisement Center.

Students wishing to change to a major within the College of Education and Human Development must also submit an application to be admitted to the major on the College of Education and Human Development Undergraduate Admissions website.

Students who are veterans should contact the Veterans' Coordinator in the Office of the Registrar concerning their change of college.

Please read directions (on back) carefully before completing. Please print legibly.

Name:_____
Last First Middle

Panther ID: _____

Address: _____

_____

Email:_____ Phone: _____

I WISH TO CHANGE

FROM:

College: _____

Degree: _____

Major: _____

Minor: _____

TO:

College: _____

Degree: _____

Major: _____

Minor: _____

Student Signature: _____ Date: _____

Current College Representative: _____ Date: _____

New College Representative: _____ Date: _____

OFFICE USE ONLY:
File Attached: YES: _____ NO: _____ Reason: _____ Initial & Date: _____

Instructions for Undergraduate Change of College:

1. Read the instructions at the top of the reverse side of this form.

2. Enter your Panther ID number in the space provided and complete the form.

3. Turn in this form in to the Office of Academic Assistance (OAA) of your current college.

4. Processing includes sending you current college's file to your new college. If you wish to deliver the file yourself, take the completed form to your current OAA. If you chose to do this, you must deliver your file immediately to the new OAA.

5. The academic regulations section of the GSU Undergraduate Catalog states that students satisfy the degree requirements in effect at the time they change colleges within the university. This means the time the change is officially made.

6. To change to a program within the College of Education and Human Development you must meet all entry requirements and apply through the College Undergraduate Admissions website. Please refer to your GSU Undergraduate Catalog for college requirements. Your form will be returned to your current college if you do not meet these requirements.

   The College of Education and Human Development does not accept students into a PB status. If you are currently in this status you must make a change of degree status with the Office of Admissions. You may change your college after that.

7. All areas must be filled out completely or your form will be returned to your current college. You must state the MAJOR and MINOR that you wish to pursue.

8. If you have any questions, please check with the Office of Academic Assistance of either you current college or your new college, not the staff at the Registrar's Office.

Best wishes for success in your new program!

06/16