

University of Houston Clear Lake

Academic Record Change Form

Purpose: This form is to request a change of: Academic Plan (major) within same College, or
Academic Program (change to different Academic College), or
from Degree-seeking to Non-Degree Seeking status.

Instructions: Students must consult with an academic advisor before completing. Fill out all applicable sections and sign.

Processing Time: Please allow 3-5 business days.

Note: *Changes from Non-Degree Seeking to Degree-Seeking status must be completed through a new application via Admissions.

Student Name: _____ **Student ID:** _____
Last Name First Middle

Academic Level: Graduate _____ Undergraduate _____ I currently have a minor (Y/N) _____

Choose one of the following:

Change of Academic Plan (Major) within the same College:

I am requesting to change my major as indicated below.

Current Plan/Subplan: _____ New Plan/Subplan: _____

This change may be processed by the college academic advisor once the student is advised in the new degree plan. If applicable, the minor implications have been discussed. Update the Minor Declaration Form as needed.

Advisor -- check this box if the plan changes involve a BAS or BSN degree—forward to Registrar’s Office

Change of Academic Program (changing to another College):

Effective _____ (enter requirement term), I am requesting to change my major to another College as indicated below.

Current Plan/Subplan: _____ New Plan/Subplan: _____

Current College: _____ New College: _____

Advisor -- check this box if the plan changes involve a BAS or BSN degree—forward to Registrar’s Office

Freshmen and sophomores: The University Academic Advising Center will forward this form to the Registrar’s Office for processing.

All other students: Once the student is advised in the new major, the advisor in the new college must forward this form to the Registrar’s Office for processing.

Minors: If applicable, the minor implications have been discussed. Update the Minor Declaration Form as needed. If the minor is no longer applicable, please remove the minor from the student’s record prior to forwarding to the Registrar’s Office.

I am requesting to change my academic status from Degree Seeking to Non-Degree Seeking status.

This form must be forwarded to the Registrar’s Office for processing.

Acknowledgment-I have been advised by an academic advisor in the College of:

Human Sciences and Humanities

Science and Engineering

Business

Education

University Academic Advising Center

STUDENT SIGNATURE (REQUIRED)

DATE

PHONE NUMBER

ADVISOR SIGNATURE (REQUIRED)

ADVISOR PRINT NAME

DATE

Academic Advising Office Use Only

Academic Plan changed by:

Signature: _____

Date: _____

Registrar’s Office Use Only

Academic Status changed by:

Signature: _____

Date: _____

Reminder: Review BAS/BSN Checkboxes