

University of Houston  Clear Lake
College of Science & Engineering
FACULTY ADVISOR CHANGE FORM

Request for Change of Faculty Advisor:

A new faculty advisor must agree to accept you as an additional advisee.

1. Fill out this form and take it, or email it, to the faculty member you are **requesting** as your new advisor.
Do not to contact your original Faculty Advisor.
2. If the new faculty agrees, then take this approved form to B3611, or forward the confirmation e-mail with the form to cseadvising@uhcl.edu.
3. An updated CPS Draft will be prepared (allow 4-6 weeks) and sent to your new advisor (graduate students) or sent to you (undergraduate students).
4. You will be notified by student e-mail when the new draft CPS is ready. Contact your new faculty advisor for an appointment to finalize your plan **ONLY AFTER** receiving the notification e-mail.

STUDENT'S INFORMATION: PLEASE PRINT

ID # _____ Program/Plan/Major _____
Last Name _____ First Name _____
Day Phone _____ Campus Email _____@uhcl.edu
Current Faculty Advisor _____ Requested Faculty Advisor _____

Reason for requesting change (check all that apply):

- Faculty advisor no longer advising
- Faculty advisor no longer at UHCL
- Scheduling conflicts
- Other (please explain):

Student's Signature Date

Approved by New Faculty Advisor Date or e-mail approval to cseadvising@uhcl.edu

Academic Advisor Date