School of Science & Computer Engineering

CPS CHANGE FORM

Directions: All changes to a Candidate Plan of Study require written approval. To submit requests the student 1) completes applicable sections of this form 2) consults their faculty advisor and/or academic advisor, and 3) submits form and appropriate documentation at the SCE-Office of Student Advising, Bayou Suite 3611. After processing, a copy of the request, whether approved or denied, will be sent to the student’s mailing address printed below.

PLEASE PRINT Contact Information

ID#:

Last Name

First Name

Mailing Address

City

ST/ZIP

Area Code/Day Phone

Area Code/Evening Phone

(    )

(    )

e-mail(optional):

Indicate Nature of Request:

____ Waive Foundation Course

____ Accept Grade In Plan Core

____ Approval of Transfer Course

____ Course Substitution

OLD REQUIREMENTS
(As Listed on CPS)

NEW REQUIREMENTS
(Replacement)

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X:

Requested by Student (All Changes)  Date

X:

Approved by Faculty Advisor/Committee (Plan Requirements/Waivers)  Date

X:

Audited by Academic Advisor (All Changes)  Date

X:

Granted by Associate Dean (Graduate CPS, Transfer Courses, Waivers, Variances in Core or Univ. Req.)  Date

Rev. 07/2010

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