

## PETITION FOR CHANGE OF COLLEGE

The decision to change from one college to another should be made thoughtfully as this change will affect important areas of your life. You will have new academic advisers, a new college address, and you will graduate with your new college. If you are going to live on campus, you will also be a part of a new residential community.

An approved change of college petition does not guarantee housing at your new college and may void your housing guarantee. Additionally, a change of college for winter or spring quarter does not void your housing contract. If you live on campus and are considering a change of college, you should discuss this with the residential life coordinator at your **current** college and the **prospective** college in which you are interested.

### INSTRUCTIONS

1. Complete the top portion of the form.
2. **SECTION A:** Provide all requested information. Sign and date.  
**SECTION B:** Obtain the required signatures from your current college.  
*Please allow time to obtain signatures. Appointments may be necessary.*  
**SECTION C:** Obtain the required signatures from the prospective college.  
*Please allow time to obtain signatures. Appointments may be necessary.*
3. File the completed petition with the academic adviser at your prospective college by the applicable deadline for the *effective* quarter. See *The Navigator* for more information on Change of College and either *The Navigator* or the *Schedule of Classes* for the quarterly deadlines to file for change of college.

NOTE: YOUR REQUEST TO CHANGE COLLEGES MAY BE DENIED BY EITHER THE CURRENT OR PROSPECTIVE COLLEGE IF:

- You are a senior. Seniors must be affiliated with their new colleges for at least two quarters (prior to and including spring) in order to participate in the graduation ceremony.
- You are not in good academic standing. If your academic standing drops after you have filed your petition, your request to change colleges may be denied.
- You did not complete your college's core course—if applicable.
- You were previously subject to disciplinary action and/or if action is still pending.
- You missed the Change of College deadline.

# PETITION FOR CHANGE OF COLLEGE

PLEASE PRINT OR TYPE

Name \_\_\_\_\_ Student I.D. W 

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|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|

Local Address: \_\_\_\_\_

Local Phone \_\_\_\_\_ Email \_\_\_\_\_ Class Level \_\_\_\_\_

**SECTION A**

## I REQUEST PERMISSION TO CHANGE FROM:

\_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ Quarter \_\_\_\_\_ Year  
*Name of Current College*                      *Name of Prospective College*

REASON:

ARE YOU CURRENTLY LIVING IN UNIVERSITY HOUSING?       YES       NO

ARE YOU INTERESTED IN HOUSING AT ACCEPTING COLLEGE?       YES       NO

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION B**

## CURRENT COLLEGE

Student is in good academic standing.       YES       NO  
College core course requirement completed.       YES       NO       N/A  
Academic integrity check     

Academic Adviser \_\_\_\_\_ Date \_\_\_\_\_

Housing Coordinator (If currently living at affiliated college) \_\_\_\_\_ Date \_\_\_\_\_

Associate College Administrative Officer \_\_\_\_\_ Date \_\_\_\_\_

**SECTION C**

## PROSPECTIVE COLLEGE

Housing Coordinator (If interested in housing at prospective college) \_\_\_\_\_ Date \_\_\_\_\_

Associate College Administrative Officer \_\_\_\_\_ Date \_\_\_\_\_

Academic Adviser \_\_\_\_\_ Date \_\_\_\_\_

*For Prospective College Use Only*  
Change of Affiliation Effective:  Fall     Winter     Spring    Year: \_\_\_\_\_    ACAO Initials \_\_\_\_\_

Office Use: College Adviser \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Current college, new college, student