

# FILE TRANSMITTAL FORM

*for changing curriculum and/or college*

NAME (Last, First, Middle) \_\_\_\_\_ STUDENT ID \_\_\_\_\_

CELL PHONE \_\_\_\_\_ ISU E-MAIL \_\_\_\_\_@iastate.edu \_\_\_\_\_  
Student's Signature

CURRENT PRIMARY MAJOR: \_\_\_\_\_ PROPOSED MAJOR: \_\_\_\_\_ CURRENT SECONDARY MAJOR\*: \_\_\_\_\_  
see step 2, below

Follow the steps below to complete the process for changing a major. Failure to follow the steps may delay or block your registration and/or changes to your program of study. It is your responsibility to review policies and deadlines for changing majors.

|               | Student  | ➔ | Adviser/Athletics Academic Services  |
|---------------|--|---|--|
| <b>Step 1</b> | <p>___ Check if you are a student-athlete; make an appointment with your athletics academic coordinator who will run and review a degree audit for your proposed major.</p> <p>If you are not a student athlete, go to Step 2.</p>   |   | <p>_____</p> <p style="text-align: center;"><i>Athletics Academic Services</i> <span style="float: right;"><i>Date</i></span></p>  |
|               | Student  | ➔ | Current Adviser  |
| <b>Step 2</b> | <p>Meet with your adviser; check all of the following that apply:</p> <p>___ Minor (If checked, you must process a new minor form or your minor will be dropped.)</p> <p>___ Honors (If checked, contact the Honors Program to submit a new Statement of Purpose.)</p> <p>___ *Multiple majors. (If checked, attach a completed Multiple Curricula or Multiple Degrees form.)<br/> <a href="http://www.iastate.edu/~registrar/forms/multiple.pdf">http://www.iastate.edu/~registrar/forms/multiple.pdf</a></p>   |   | <p>Check all of the following that apply:</p> <p>___ Academic Probation or Warning Code (P, W, R).</p> <p>___ Academic Probation hold removed.</p> <p>___ Attach advising file, including RAN if applicable.</p> <p>_____</p> <p style="text-align: center;"><i>Adviser Signature</i> <span style="float: right;"><i>Date</i></span></p> |
|               | Student  | ➔ | Current College Student Services Office  |
| <b>Step 3</b> | <p>___ Submit folders/forms to <i>current</i> College Student Services Office.</p> <p>___ Obtain the college representative's signature.</p> <p>Current College Student Services Office Location: _____</p>  |   | <p>___ Attach Dean's folder, if applicable.</p> <p>___ Record curriculum/major.</p> <p>_____</p> <p style="text-align: center;"><i>Current Student Services Office Signature</i> <span style="float: right;"><i>Date</i></span></p>  |
|               | Student  | ➔ | New College Student Services Office  |
| <b>Step 4</b> | <p>___ Submit folders/forms to your <i>new</i> College Student Services Office for review by a college representative.</p> <p>___ Obtain the college representative's signature.</p> <p>New College Student Services Office Location: _____</p>  |   | <p>___ Record curriculum/major. Keep Dean's file, if applicable.</p> <p>_____</p> <p style="text-align: center;"><i>New Student Services Office Signature</i> <span style="float: right;"><i>Date</i></span></p>   |
|               | Student  | ➔ | New Department Office  |
| <b>Step 5</b> | <p>___ Take folder to new department office/adviser.</p> <p>New Department Office Location: _____</p>  |   | <p>_____</p> <p><i>New Adviser Name</i></p> <p>_____</p> <p><i>New Adviser Net ID</i></p> <p>_____</p> <p><i>New Department Office Signature</i> <span style="float: right;"><i>Date</i></span></p> <p>Complete new degree audit information below and return this form to student services office.</p>                                  |
|               | New College Student Services Office  |   | New Degree Audit Information   |
|               | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>SS Office Locations<br/>                     AgLS: 23 Curtiss<br/>                     Bus: 1200 Gerdin<br/>                     Des: 297 Design<br/>                     Engr: 110 Marston<br/>                     H Sci: 131 MacKay<br/>                     LAS: 102 Catt</p> </div> <p>___ Curriculum/major change recorded.</p> <p>___ Degree audit information recorded.</p> <p>___ Curriculum/major change sent to Office of the Registrar.</p> <p>_____</p> <p><i>Effective Date of Curriculum/Major Change</i></p> |   | <p>Major: _____</p> <p>_____</p> <p>Option: _____</p> <p>Degree Objective: _____</p> <p>Catalog: _____</p> <p>Expected term of graduation: _____</p>   |