

To be completed by **ACADEMIC DEAN'S OFFICE OF STUDENT'S PROPOSED NEW COLLEGE/PROGRAM**

Dean's Approval: Yes No

Signature: _____ Date: _____

Change Advisor to: _____

Degree Audit Reviewed with Student using Self-service or First in Colleague Initials: _____ Date: _____

Submit this form to **ENROLLMENT SERVICES**

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Program/Catalog updated in Student Record Initials: _____ Date: _____

Advisor updated in Student Record Initials: _____ Date: _____

Student Intended Load updated Initials: _____ Date: _____

Student, Advisor, and Dean's Office notified (Information sent) Initials: _____ Date: _____

Degree Audit Exceptions Initials: _____ Date: _____

Additional questions regarding changing a program should be directed to the Dean's Office of the appropriate College. College and department contact information is below.

College of Arts and Sciences
Herman Hall, Room 205
Phone: 413-782-1279
Email: coas@wne.edu

College of Business
Churchill Hall, Room 214
Phone: 413-782-1231
Email: cob@wne.edu

College of Engineering
Sleith Hall, Room 101
Phone: 413-782-1271
Email: coe@wne.edu