Application for Change of School

Applies to: Lawrence Campus undergraduate students

Purpose: This form is used to apply for a change of school. Students submit this form to the Dean’s Office of the school to which the student is applying.

1. When would you like the change to be effective? (Check ONE only):
   - [ ] Fall semester _____ (year)
   - [ ] Spring semester _____ (year)
   - [ ] Summer session _____ (year)

2. Last Name  First Name  MI  Student Number  Phone Number

3. Current Address  Apt./Room #  City  State  Zip  Student Email Address

4. In what school(s) are you enrolled?

5. In what school(s) do you propose to enroll?

6. Proposed plan: _________________________________  Proposed degree: (ex: BA, BGS, BS, BFA) __________________

   Proposed sub-plan: _______________________________

*Do you have a Pre-Professional designation that you would like to retain on your record?  [ ] Yes  [ ] No

(Refer to the undergraduate catalog, www.ku.edu/academics/, for a listing of Undergraduate Fields of Study. List majors for dual schools if applicable.)

7. Do you want dual enrollment?  [ ] Yes  [ ] No  If “Yes,” in which schools? _______________________________

8. I have read and understand the consequences of requesting a change of school. By completing this form I am requesting this change be applied to my enrollment at the University of Kansas.

________________________________  __________
Student Signature  Date

To be completed by the Dean or Dean’s Representative only:
   - [ ] Admit  [ ] Admit on probation  [ ] Deny (Reason): ________________________________________________

   Plan code: _________________________________  Sub-plan code: _________________________________

   _________________________________  __________________________
   Signature of Dean or Dean’s Representative  Date

Name and phone number of person signing this form: __________________________________________

Forms for admitted students, SUBMIT TO:
The University of Kansas
Office of the University Registrar
1450 Jayhawk Blvd
Rm 121 Strong Hall
Lawrence, KS 66045-7535
Phone: 785-864-4423
Fax: 785-864-3900
Email: studentrecords@ku.edu

For Registrar’s Office use only:

Date completed: ______________

By: __________________________

Revised: February 18, 2016