

DRAKE UNIVERSITY – CHANGE OF RECORD FORM

*Please review this information before filling out the reverse side.
Return this form to your dean's office*

To request a change to your academic record, additional paperwork may be needed. The following is a list to help you determine your next step.

College of Arts & Sciences

See the Arts and Sciences Dean's Office, FAC 268, for more information.

Art majors are required to have at least a 2.5 cumulative GPA AND at least a 2.5 GPA in art courses, if art courses have previously been taken at Drake.

Different departments require students to:

Earn a minimum number of credits in courses taken at Drake.

Earn minimum grades of "C" in identified courses to progress in or earn a major.

College of Business and Public Administration

See the CBPA Dean's Office, Aliber 208, for more information and the necessary paperwork.

Changes to all majors, minors, and concentrations in business require a separate form.

Students requesting business majors must be a CBPA degree-seeking student.

School of Education

See the School of Education Dean's Office, Education Building 106, for more information.

Students must have a minimum GPA of 2.5 and attend an appointment with the Associate Dean. Please contact Debbie Dodge to schedule an appointment.

Students requesting Education as a major must be an ED degree-seeking student.

School of Journalism & Mass Communication

See the SJMC Dean's Office, Meredith 119, for more information.

Students must have a minimum cumulative GPA of 2.25.

Adding an Advertising minor requires a separate form.

College of Pharmacy and Health Science

See the CPHS Dean's Office, Cline 106, for more information.

Students wishing to request a change of advisor should meet with the Associate Dean to discuss the request.

Drake Curriculum – Honors Track or Honors Program

See the Honors Program Office, Medbury 206/09, for more information.

To add the Honors Track AOI's or be a part of the Honors Program, a separate form is required.

Use the form on the reverse side for the following changes:

- To request to change your major or advisor within your current college, please fill out Sections 1 and 2.
- To drop a second major, minor or concentration, please fill out Sections 1 and 3.
- To request adding a second major outside of your current college, a new minor or concentration please read the process for each college above. Sections 1 and 4 need to be filled out or other forms are required.
- To add a second program or Dual Degree: You should discuss this with your advisor before filling out Sections 1 and 5.
- To request to transfer your records from your current college/major to another college/major requires approval and signature of the dean's office you are transferring to. After approval is granted the new college will request your records be transferred. You should work with your new advisor for requirements. Section 1 and 6 need to be filled out.

DRAKE UNIVERSITY – CHANGE OF RECORD FORM

*Please review the reverse side of this form before filling out.
Return this form to your dean's office*

SECTION 1 – YOUR INFORMATION

Name:	
Drake ID:	Email:
Current College:	Expected Graduation Term:
Student Signature:	Date:

SECTION 2 – REQUEST MAJOR OR ADVISOR CHANGE

<u>Change of Major</u> Within current college	Former Major:
	New Major:
<u>Change of Advisor</u>	Former Advisor:
	New Advisor:

College Representative Signature (if required):

SECTION 3 – REQUEST TO DROP MAJOR, MINOR OR CONCENTRATION

I wish to drop Major:	Minor:	Concentration:
-----------------------	--------	----------------

SECTION 4 – REQUEST TO ADD A SECOND MAJOR, NEW MINOR OR CONCENTRATION

My First Major:	
Please Add 2 nd Major:	3 rd Major:
Add a Minor:	2 nd Minor:
Add Concentration:	
College Representative Signature (if required):	Date:

SECTION 5 – TWO DIFFERENT PROGRAMS IN TWO DIFFERENT COLLEGES – DUAL DEGREE

Primary College:	Secondary College:
Major(s):	Major(s):
Minor(s):	Minor(s):
Concentration:	Concentration:
College Representative Signature:	Date:

SECTION 6 – TRANSFER OUT OF CURRENT COLLEGE TO A DIFFERENT DRAKE COLLEGE

I request a transfer <u>from</u> the College/School of:		
To the College/School of:	My Current Cumulative GPA is:	
New Major 1:	Major 2:	
Minor(s):	Concentration(s):	
Submit to the new College/School	New Advisor:	
Dean's Representative Signature:	Approved	Not Approved