



CHANGE OF ACADEMIC PLAN
Traditional Undergraduate / Accelerated Programs

Please fill in relevant parts and return completed form to Registrars@ben.edu from your BenU email.

PART I General Information (To be completed by the student.)

STUDENT NAME _____ BenU ID _____
(Print)

PART II Current Academic Information (To be completed by the student.)

Traditional Adult Learning Team Number _____ Online

MAJOR First _____ Second _____

MINOR First _____ Second _____

CONCENTRATION First _____ Second _____

PART III New Academic Information Include all components of degree plan. (To be completed by the student.)

Traditional Adult Learning Team Number _____ Online **Changing Academic Advisor Only**

Adding or changing plans of study after the start of your graduation term is not allowed.

Please check here if you have applied for graduation.

MAJOR First _____ Second _____

MINOR First _____ Second _____

CONCENTRATION First _____ Second _____

PART IV Change Catalog Year Requirements (To be completed by the advisor.)

Change from _____ to _____ (example: Change from 2018-2019 to 2020-2021)
Years Years

PART V Change of Campus (To be completed by the student.)

No change Mesa to Main Main to Mesa Springfield to Main

Permanent Change of Campus Change of Campus for only one semester as a Visiting Student

Effective term for campus change _____

PART VI Student Authorization for Changes in Parts I to V

AUTHORIZED BY _____
Student Signature Date

PART VII Approvals Student must obtain the required signatures before the form can be processed.

*Not applicable for adding a new minor

**Not applicable if change results in same advisor(s)

APPROVED _____
Current Advisor, if Applicable* (Print)

_____ Date

Current Advisor, if Applicable* (Signature)

APPROVED _____
New or Second Advisor, if Applicable** (Print)

_____ Date

New or Second Advisor, if Applicable** (Signature)

PART VIII Recording

UPDATED _____
Office of the Registrar Signature Date