



Request to Change Advisor

A student may request to change advisors. The Dean of Faculty, after weighing all variables, will have the final authority to decide if the change will occur and who the new advisor will be. A desire to change does not guarantee a change will happen.

Student Name: _____ Populi Barcode ID #: _____

Student Legal Name (if different): _____

Phone: _____ E-mail: _____

Program: _____ Advisor: _____

Reason/s for request:

(You may attach a letter if you prefer)

Current Advisor's Signature: _____ Date: _____

Notes from current Advisor:

Reason/s for request:

I have had a conversation with my current advisor and we are both amendable to this change.

Student's Signature: _____ Date: _____

Administrative Use Only:

Decision: _____

Dean of Faculty's Signature: _____ Date: _____

If this request is approved, the Deans will assign a new advisor in keeping with our practice.

Students: Please save the completed form as a PDF with filename: [Term].[Request to Change Advisor].[Your first and last name] (ex: 2021SP.Request to Change Advisor.Mary Learner)

See the Student Forms webpage or the Student Handbook for instructions how to use the free Adobe software to fill and save PDFs.

Email the completed form (except signatures) to registrar@sksm.edu, copying your current advisor. The Office of the Registrar will obtain the necessary electronic signatures after the completed PDF form is received, and you will be advised of the decision.