



## 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.

### ACTION ITEMS:

1. Complete and sign form.
2. Save 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)
3. Email completed form to registrar@sksm.edu, cc: advisor.  
The registrar will obtain the required signatures and you will be advised of the decision.
4. If this request is approved, the Deans will assign a new advisor in keeping with our practice.

Student Name: \_\_\_\_\_

Student Legal Name (if different): \_\_\_\_\_

Program: \_\_\_\_\_

Reason/s for request: (You may attach a letter if you prefer):

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

Additional Notes from current Advisor:

Current Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ADMINISTRATIVE USE ONLY

Decision:

Dean of the Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_