

**General Information**

- The Application for Change in College and Program is to be used by currently enrolled and matriculated UC students who are seeking to matriculate in a new undergraduate UC college.
- Applicants to the College-Conservatory of Music must contact CCM Admissions Office (3245 Emery, 513-556-5463) for audition/interview information and program deadlines. Applicants to DAAP must contact the College Office for program deadlines (5470 Aronoff, 513-556-4933).
- The Application for Change in College and Program should be received by the “New UC College” by the following dates: **Fall Semester – July 1**      **Spring Semester – November 1**      **Summer Semester – March 1**
- The college to which you are applying will review your file and may require a meeting before making an admission decision. You may also be asked to supply additional information.

**Instructions for Students**

Complete sections I and II of this application form. Send/deliver all copies to the following location for the college to which you want to gain admission (“New UC College” in Section I.).

**Campus College Locations**

College of Allied Health Sciences	303 French East	Mail Location 0394
McMicken College of Arts & Sciences	2 <sup>nd</sup> Floor French Hall, West	Mail Location 0037
Carl H. Lindner College of Business	105 Lindner Hall	Mail Location 0020
College-Conservatory of Music	3245 Emery Hall	Mail Location 0003
College of Design, Architecture, Art & Planning	5470 Aronoff Center	Mail Location 0016
College of Education, Criminal Justice, and Human Services	One Edwards Center, Suite 1110	Mail Location 0014
College of Engineering and Applied Science	665 Baldwin Hall	Mail Location 0018
College of Nursing	260 Procter Hall	Mail Location 0038

**Access Colleges / Other Locations**

Clermont College	100 Student Service Bldg. 4200 Clermont College Batavia, Ohio 45103	Mail Location 0103
UC Blue Ash College	150 Muntz Hall 9555 Plainfield Road Cincinnati, OH 45236	Mail Location 0086

**Instructions for UC Colleges**

- “New UC College”— College in which the student is seeking admission/readmission
- If applicable, request credentials from current UC college.
- Evaluate credentials, record decision on application.
- Notify student of decision and send confirmation form to accepted student.
- Send Office of the Registrar a copy of the confirmation form upon receipt from student.

**I. Personal Information**

Name: \_\_\_\_\_ UC Student ID#: M \_\_\_\_\_

Applying for:  Change in College  Cross College Major

New UC College: \_\_\_\_\_

New Major: \_\_\_\_\_

Applying for:  Fall  Spring  Summer Year \_\_\_\_\_

Dates of Enrollment at non-UC College(s): \_\_\_\_\_

Current Address: \_\_\_\_\_ Home Address: (if different) \_\_\_\_\_  
Street: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**II. Change Requested**

If you are currently enrolled in an associate degree program at UC, enter anticipated graduation date: \_\_\_\_\_

Briefly explain why you would like to move to another UC college. Please be specific about your intended major and career goals. Continue your comments on an attached sheet if necessary. (If you need help with choosing a college, program or major, the Center for Exploratory Studies can help you – 2<sup>nd</sup> Floor, French Hall West, 513-556-6540.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only:

**Action Taken** Effective year/term: \_\_\_\_\_

\_\_\_\_ Change approved \_\_\_\_\_ Change denied

Major: \_\_\_\_\_ College Cumulative GPA \_\_\_\_\_ Most Recent Term GPA \_\_\_\_\_

Degree Objective: \_\_\_\_\_

Comments: \_\_\_\_\_

College Representative: \_\_\_\_\_ Date: \_\_\_\_\_