

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	302 French East	Mail Location 0394
McMicken College of Arts & Sciences	2510 French Hall, West	Mail Location 0037
Carl H. Lindner College of Business	105 Lindner Hall	Mail Location 0020
College-Conservatory of Music	3235 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	Teachers 511	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	151 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

Last Name: _____ First Name: _____ MI: _____ UC Student ID#: M _____

Applying for: Change in College Cross College Major

New UC College: _____

New Major: _____

Applying for: Year _____
Fall Spring Summer

Dates of Enrollment at any non-UC College(s): _____

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 – 2nd Floor, French Hall West, 513-556-6540.)

Student Signature: _____ **Date:** _____

Send/deliver all copies of this completed application form to the location for the new UC college to which you intend to gain admission (see “**Campus College Locations**” page 1 for address)

College 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: _____