

Petition to Change to the College of Agriculture and Life Sciences During Period 3 While on Probation

The College of Agriculture and Life Sciences strongly encourages students on probation to request curriculum changes during period 1 or 2 so that they can consult with their new adviser before registration. However, students who believe they have exceptional circumstances may petition the College to approve a curriculum change during period 3 by following the procedures described below.

- I. Fill out the following form completely and email it or take a print copy to an adviser in the major you wish to enter. The email procedure will likely result in a more rapid response. Contact the CALS Student Services Office (515-294-5015, clancy@iastate.edu, 20 Curtiss) to get the contact information for an appropriate adviser.
- II. Meet with an adviser in the major you wish to enter to discuss your academic goals.
- III. The adviser will make a recommendation and forward your petition and adviser recommendation on to the College Student Services Office.
- IV. You should expect to receive email notification whether or not your petition is approved from the CALS Student Services Office within a week (email submission) of your meeting with the adviser.

Step 1:

Name: _____

Student ID: _____

Phone: _____

Email: _____

Current Major / College: _____

Desired Major / College: _____

Step 2:

Log into AccessPlus and run a degree audit for the major you'd like to change to. ***Email a pdf of the audit with this form or print the audit and attach it to this form.***

Step 3:

If you received any midterm grades in the current semester list the courses and grades here:

Step 4:

University policy states that approval to change colleges when a student is on probation in period 3 may be granted only under exceptional circumstances. Describe any exceptional circumstances here:

Step 5:

Meet with an adviser in the intended new major. The CALS Student Services office in 20 Curtiss can assist you in identifying the appropriate adviser.

Department Recommendation

Department use only:

Student Name: _____

Student ID: _____

Recommendation:

_____ Approve period 3 curriculum change

_____ Approve period 1 or 2 change but not period 3

_____ Approve curriculum change only after student is removed from probation

Comments:

CALS Adviser : _____ Date: _____

CALS Department Designee: _____ Date: _____

College (for the Dean): _____ Date: _____