



**Instructions:** Submit the completed form to the Graduate Studies Office to begin the request process.

**Section A:** To be completed by the student.

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**UTPB Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Program:** \_\_\_\_\_ **GPA:** \_\_\_\_\_

**Are you an undergraduate or graduate student?** \_\_\_\_\_

**If undergrad, what semester/year will you graduate?** \_\_\_\_\_

**Semester/Year for request:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section B:** Change or exception. To be completed by the student.

**Describe the request and reason:** Please describe in detail and include course subject/numbers, course titles, term, etc. Attach a copy of your class schedule and unofficial transcript.

**Section C: Signatures.**

_____ <b>Printed Name of Student</b>	_____ <b>Signature of Student</b>	_____ <b>Date</b>	
_____ <b>Printed Name of Advisor</b>	_____ <b>Signature of Advisor</b>	_____ <b>Date</b>	_____ <b>Support Y/N</b>
_____ <b>Printed Name of Program Head</b>	_____ <b>Signature of Program Head</b>	_____ <b>Date</b>	_____ <b>Support Y/N</b>
_____ <b>Printed Name of College Dean</b>	_____ <b>Signature of College Dean</b>	_____ <b>Date</b>	_____ <b>Support Y/N</b>

Submit dean request to: Graduate Studies  
MB 1208  
4901 East University Odessa, TX  
79762  
  
Phone: 432-552-2530  
Fax: 432-552-3530  
Email: gradstudies@utpb.edu

**Section D: To be completed by the Graduate Studies Office.**

<b>Request Status:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Comments:

_____ <b>Printed Name of Graduate Studies Dean</b>	_____ <b>Signature of Graduate Studies Dean</b>	_____ <b>Date</b>
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