



**Instructions:** Submit the completed form to your Program Coordinator 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.**

_____ Printed Name of Student	_____ Signature of Student	_____ Date	
_____ Printed Name of Program Coordinator	_____ Signature of Program Coordinator	_____ Date	_____ Support Y/N
_____ Printed Name of Department Chair	_____ Signature of Department Chair	_____ Date	_____ Support Y/N
_____ Printed Name of College Dean	_____ Signature of College Dean	_____ Date	_____ Support Y/N

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.**

**Request Status:**

☐

Approved

☐

Denied

Comments:

\_\_\_\_\_  
Printed Name of Graduate Studies Dean

\_\_\_\_\_  
Signature of Graduate Studies Dean

\_\_\_\_\_  
Date