



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.

