

# UNDERGRADUATE CHANGE OF DEPARTMENT WITHIN THE COLLEGE OF ENGINEERING

## WAYNE STATE UNIVERSITY

- Fall    Winter  
Spring/Summer
1. Student's Name \_\_\_\_\_ 2. Effective \_\_\_\_\_
3. I.D. Number \_\_\_\_\_ 4. Address \_\_\_\_\_
5. Application is requested for transfer FROM the Department of \_\_\_\_\_  
Engineering TO the Department of \_\_\_\_\_ Engineering.

### ACTION

Approval of Dept. leaving:	
Remarks:	
Signature of Dept. Head	Date

Approval of Dept. applying:	
Student is _____ admitted.	
_____ admitted on departmental probation	
_____ not admitted.	
Signature of Dept. Head	Date

Approval of Office of Associate Dean:	
Signature	Date

#### CODED DATA FOR NEW MASTER CARD:

Col.	Curr. Major	

#### INSTRUCTIONS:

1. Applicant types or prints the information on lines 1 through 5 above and turns in the form to the Associate Dean's Office.
2. The Associate Dean's Office will send the form to the department the student is leaving. They will attach the student's records and have the department head sign it. The department will then send the entire set of papers to the department to which the student is applying.
3. The department to which the student is applying, after its action, will forward the form and records to the Office of the Associate Dean for his approval.
4. In the event this application is not filed in time for processing before the first day of classes, it will become effective for the next succeeding semester.

#### ROUTINE:

Original sent to Records Office  
 cc: Office of the Associate Dean  
     Department entering with cumulative record  
     Department leaving