

Request to Remove Student from Major/Department

This form is used to remove a student from degree-seeking status in a graduate major to undecided status (UNDEC). Following are the circumstances in which this form should be completed: 1) a graduate student decides not to continue pursuing a graduate degree in his or her current major or any other major at Iowa State, 2) a graduate student is dismissed from a major/department, or 3) a graduate student has been inactive (not registered or not in communication about future plans) for more than one term and is believed to not be returning.

Completion of this form **does not remove courses from a student's schedule**; a withdrawal form is required to remove/drop courses in which a student is currently registered. Students should check with all appropriate offices when leaving the university to ensure that all obligations have been met (i.e. Registrar's Office, Accounts Receivables, Financial Aid, International Students and Scholars, Program/Department office).

I. STUDENT INFORMATION:

Student Name:

(Last)

(First)

(ISU ID#)

Current Address:
(if known)

Preferred Email:
(if known)

Department:

Major:

Last Term Registered:

Year:

Effective Term of
Discontinuation:

Year:

Reason for Discontinuation
in Program/Department:

If option 2 (student dismissed) was selected, please attach supporting documentation of dismissal.

If option 3 (student inactive) was selected, signatures by DOGE and Chair below verify that student has not been active for more than one term and has not been in communication with the program/department about future plans to continue his or her degree.

II. APPROVALS

Include typed or printed names and signatures

Student (if initiated by student):

Program DOGE:

Department Chair:

III. GRADUATE COLLEGE RESPONSE:

Because all required signatures and documentation have been provided to the Graduate College, the student will be changed to undecided status (UNDEC) in university records effective the discontinuation term listed in part I.

Yes No

Graduate College Signature:

Date:

