

SAMUEL MERRITT UNIVERSITY
Office of the Registrar

ADVISOR REASSIGNMENT FORM

Process for advisor reassignment:

1. Make an appointment with the proposed new advisor, and request approval for reassignment. Please note that an advisor has the option to decline accepting additional advisees.
2. If new advisor agrees to accept student as a new advisee, have new advisor sign the form.
3. Return completed form to the Office of the Registrar.
4. The Office of the Registrar will notify the student's current advisor to forward the student's advising file to the new advisor.

STUDENT NAME: _____

STUDENT ID: _____

TODAY'S DATE: _____

CURRENT ADVISOR: _____

NEW ADVISOR: _____

(Please print and sign your name)

Current advisor: The student listed on this form has requested a change of advisor. At your earliest convenience, please forward the student's advising file to the new advisor listed above. Thank you.

CC: Current advisor
New advisor
Student
Student file