



DEPARTMENTAL REQUEST FOR CHANGE OF FACULTY ADVISOR

Academic Advisors are assigned based on a student's declared major. Students should consult directly with their department and submit this form to request a change to their currently assigned advisor. Declarations or changes to your 'major' must be submitted using a 'Declaration/Change of Major' form.

CNU ID#: _____

NAME: _____
Please Print (Last) (First) (MI)

ADDRESS: _____

PHONE NUMBER(S): LIST AREA CODE & NUMBER

HOME: _____

WORK: _____

CELL: _____

CNU EMAIL ADDRESS: _____

CURRENT MAJOR: _____

CURRENT FACULTY ADVISOR: _____

REQUESTED (NEW) FACULTY ADVISOR: _____

JUSTIFICATION FOR REQUEST: _____

*I am requesting that my faculty advisor be changed as indicated above.
I understand that this is contingent on the approval of the academic department chair.*

Student's Signature: _____ Date: _____

An electronic signature is sufficient if received from a Christopher Newport e-mail address.

*** PLEASE NOTE: Form is *incomplete* and WILL NOT BE REVIEWED WITHOUT ALL applicable signatures below ***

FACULTY ADVISOR; NEW: (Check only one) Approve Disapprove Reviewed with no recommendation

Printed Name: _____ Signature: _____ Date: _____

Comments: _____

YOUR ACADEMIC DEPARTMENT CHAIR: (Check only one) Approve Disapprove Reviewed with no recommendation

Printed Name: _____ Signature: _____ Date: _____

Comments: _____

OFFICE OF THE REGISTRAR USE ONLY: Approve Deny Date of Action: _____

Comments: _____
