

The College of William and Mary  
School of Education  
Office of Admission and Professional Services  
Jones Hall 100

TO: \_\_\_\_\_, Current Advisor

FROM: Gwendolyn Pearson, Director of Records & Matriculation

DATE:

SUBJECT: Request for Change of Advisor

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\_\_\_\_\_ has requested a change of advisor  
from \_\_\_\_\_ to \_\_\_\_\_.

If you approve this request, please sign and date below:

_____	_____
(former advisor)	(date)
_____	_____
(requested advisor)	(date)

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To the Student:

As indicated above, your request for a change of advisor has been approved/denied. If approved, please contact your new advisor at your earliest convenience to discuss your program of studies.

Cc: Student  
Former Advisor  
New Advisor  
Area Coordinator

