

**The College of William and Mary**  
**School of Education**  
**Office of Admission & Professional Services**  
**Jones Hall, Room 100**

MEMO TO: Gwendolyn Pearson, Director of Records & Matriculation  
FROM: \_\_\_\_\_, Program Area Coordinator  
DATE: \_\_\_\_\_  
SUBJECT: Request for **Change of Emphasis** Within a Program Area

The below-listed student has requested a change of program emphasis from

\_\_\_\_\_ to  
\_\_\_\_\_.

As indicated, his/her former advisor, new advisor, and I have granted permission. Please change your records accordingly. Thank you.

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_ S.S. # \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Former Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of New Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Area Coordinator

\_\_\_\_\_  
Date

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To the Student:

As indicated above, your request to change your program area emphasis has been approved. Please contact your new advisor at your earliest convenience to complete the enclosed program of studies.

Cc: Student  
Former Advisor  
New Advisor  
Program Area Coordinator