



Department of Teacher Education
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Graduate

Jane Pemberton, Ph.D., Chair
Department of Teacher Education
Texas Woman's University
P.O. Box 425769
Denton, TX 76204-5769

Dear Dr. Pemberton:

I respectfully request that my graduate advisor be changed from Dr. \_\_\_\_\_
to Dr. \_\_\_\_\_. I'm currently majoring in \_\_\_\_\_.

Thank you for your time and consideration in this matter.

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date

For Office Use Only
Date Change Effective: \_\_\_\_\_ Graduate School Notified: \_\_\_\_\_
New Advisor Notified: \_\_\_\_\_ by: \_\_\_\_\_
Previous Advisor Notified: \_\_\_\_\_

In accordance with Leg. House Bill 1922, an individual is entitled to: request to be informed about the information collected about them; receive and review their information; and correct any incorrect information.
Disclosure of your social security number is required to access your student records at Texas Woman's University. Your social security number will be used as a unique number to identify you. Any further disclosure of your social security number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).