UNDERGRADUATE – CHANGE/ADD/DROP MAJOR/CONCENTRATION or DECLARE ACADEMIC MINOR

INSTRUCTIONS: Changing or adding another major or concentration (or declaring an academic minor) is an important decision and requires considerable thought. Check with the department chairperson of the intended major for requirements. Complete this form and have it signed by the new major (minor) chair. (Click here for valid majors and minors)

PLEASE PRINT CLEARLY

ID _________________ NAME (last) ____________________________________ (first) _____________________________

MAJOR/CONCENTRATION UPDATE – Select one

___ I want to change my current degree/major/concentration.

From (degree) ___________(major) ______________________________________(concentration) _______________

To (degree) ___________(major) ______________________________________(concentration) _______________

___ I want to add a second major to my current degree/major/concentration.

Current (degree) ___________(major) ______________________________________(concentration) _______________

Second (degree) ___________(major) ______________________________________(concentration) _______________

___ I will be graduating and will continue enrollment without interruption (except for possibly the summer session) for another degree/major/concentration.*

Anticipated Graduation Date: December (year) ______ May (year) _____ August (year) ______

New (degree) ___________(major) ______________________________________(concentration) _______________

___ I am currently declared in more than one major and want to drop one.

(Department signature below not required for this option.)

Drop (degree) ___________(major) ______________________________________(concentration) _______________

Approved - Signature Major/Concentration Chair _______________________________________________________

Date _________________ New Advisor (Printed) ____________________________ Faculty ID __________

ACADEMIC MINOR UPDATE – Select one  [Minors do not appear on a student’s record until graduation clearance.]

___ I want to declare a minor.

Minor _________________________________________________________________

___ I want to drop a minor. (Department signature below not required for this option.)

Minor _________________________________________________________________

Approved - Signature Minor Chair __________________________________________ Date __________

Student’s Signature _____________________________________________________________________________ Date __________

***Submit the completed form to the Registrar’s Office, Ulmer Hall 224***

*Registrar’s Office – forward to Financial Aid Office for students graduating and then returning in a different program

I:\myHaven Information-forms and documents\change_major_form_UNDG_rev2017.docx (07/2017)