## **Academic Major Form**

## I. TO BE COMPLETED BY STUDENT – PLEASE TYPE OR PRINT NEATLY!

ID	Last Name		First Name	<del></del>	MI
Email Address:				Cell Number:	
Current Degree: (as appears on your degree audit) Major:				Concentration:	
Earned Credits If applicable, please lis	Expected Gra	duation Date			
Minor 1:		Minor 2:			
✓ Check all that appl	 y:				
I wish to chan	ge my major to:				
Degree M	ajor	Concentration	'Option	Effective Date	<u> </u>
I wish to decla	are a double major.	My second m	ajor will be:		
Degree N	lajor	Concentration		Effective Date	
I wish to drop	my second major.	My second m	ajor to be dro	pped is:	
Degree N	lajor	Concentration		Effective Date	
I wish to char	ige my declared ma	ijor/curriculum	effective ter	m to:	(ex. Spring 2018
I wish to keep	my major but char	nge my concen	tration/optio	n to:	
II. TO BE COMP	PLETED BY DEPARTM	ENT CHAIR OF I	NEW OR SECON	ND MAJOR (REQUIRE	D).
Print Name		Signature		Date	_
Advisor to assign fo	r added or changed r	maior			

NOTE: Form is not valid if altered in any way

Please return completed form to: Office of the Registrar, 1st Floor Lyle Hall

## Instructions for students:

- 1. Complete section I with all requested information necessary for processing changes.
- 2. Please print all information clearly.
- 3. Review the <u>Undergraduate Programs</u> listing to ensure you are selecting a valid degree/major/concentration.
- 4. Present form to department chair of your new major.
- 5. Return completed form to the Registrar's Office in Lyle Hall for processing.

## **Instructions for Department Chairs:**

- 1. Complete section II.
- 2. Please verify student's information.
- 3. Print name in designated area.
- 4. List the new advisor to be assigned if major is being changed or added. Department secretaries are able to access advisor assignment. They should be adding or changing the advisor as appropriate for the new major. Please contact the Registrar's office if there's question about assigning the advisor.
- 5. Your signature and date is also required.