

Undergraduate Change of Major/Minor/Concentration/Advisor/Catalog Year

This form should be used by undergraduate students who wish to add, drop, or change their major, minor, concentration, advisor, or catalog year after declaring a major. All appropriate signature(s) should be obtained before submitting the form to the Office of the Registrar (University Hall - C 115).

Student Name: _____
 Student ID#: 000 _____
 Current Advisor: _____

Current Primary Major: _____
 Degree: BA BS BSN BMus (Circle One)
 Expected Graduation Date: _____

1. If you are adding/dropping/changing a major, complete Part A. **Note – if you have major related scholarships, you can lose those funds if you change to a major not supported by that scholarship program.**
2. If you are adding/dropping/changing a minor or the concentration related to an established major, complete Part B.
3. If you are changing your graduation catalog year, complete Part C. **Note – the catalog will change for all parts of your degree with few exceptions.**
4. If you are changing your advisor, complete Part D.

Part A: Change of Major					
Add	Drop	Primary Major	Concentration (if applicable)	Major Department Chair	Chair Signature (Required)*
NOTE: A change of Primary Major requires the assignment of a new advisor and Department Chair signature					
New Advisor				Department Chair Signature (Required)*	
Add	Drop	Other Major	Concentration (if applicable)	Major Department Chair	Chair Signature (Required)*

Part B : Change of Minor and/or Change of Concentration Only for Established Major				
Add	Drop	Minor	Advisor Signature (Required)*	
Add	Drop	Concentration (if applicable)	Advisor Signature (Required)*	

Part C : Change of Graduation Catalog (for all degree components – few exceptions granted)	
New Graduation Catalog Year	Advisor Signature (Required)*

Part D : Change of Advisor	
New Advisor Name	Department Chair Signature (Required)*

*All signatures indicate that the student’s academic plan and coursework for completion of degree requirements were discussed.

Student Signature	
Signature (Required)*	Date
<p>My signature above indicates that I have reviewed my plan with an academic advisor and/or department chair. I am aware of the specific requirements for my major(s), minor(s), and concentration(s) and understand how the above changes affect my progress towards graduation and potential impacts to my financial aid. I am aware that I am required to complete, at a minimum, 120 credits and earn a minimum GPA of 2.0 for graduation. I understand that I am responsible for successfully completing all courses, determining what scheduling will allow me to fulfill requirements, and obtaining approval for any courses taken at another institution.</p>	