



Undergraduate Declaration of Major/Minor/Concentration

This form is used by undergraduate students who wish to officially declare their major, minor, and/or concentration. Obtain the appropriate signature(s) before returning the completed form to the Office of the Registrar, University Hall 115.

Student Name: _____ Owen Center Advisor: _____
 Student ID (000#####): _____ Expected Graduation Date: _____

1. Student completes all STUDENT sections
2. Student meets with their Owen Center Advisor for an initial review
3. Student meets with the Department Chair for each Major they are declaring
4. Department Chair(s) sign, and the Department Chair for the student's primary major assigns a Faculty Advisor
5. Student meets with their Owen Center Advisor for a final review
6. Owen Center Advisor ensures the form is complete, then signs
7. Student submits the completed form to the Office of the Registrar, University Hall 115

STUDENT: DECLARATION OF MAJOR		DEPARTMENT CHAIR(S): DECLARATION ACKNOWLEDGEMENT & ADVISOR ASSIGNMENT	
FIRST MAJOR	CONCENTRATION(S) (IF ANY)	PRIMARY DEPARTMENT CHAIR	CHAIR SIGNATURE (REQUIRED)*
NEW FACULTY ADVISOR NAME – ASSIGNED BY DEPARTMENT CHAIR			
SECOND MAJOR (OPTIONAL)	CONCENTRATION(S) (IF ANY)	SECONDARY DEPARTMENT CHAIR	CHAIR SIGNATURE (REQUIRED)*
FIRST MINOR (OPTIONAL)		<i>*All signatures indicate that the student's academic plan and coursework for completion of degree requirements were discussed</i>	
SECOND MINOR (OPTIONAL)			

STUDENT	
RATIONALE FOR MAJOR SELECTION	
What brought you to the decision to declare the above listed major(s), minor(s), and/or concentration(s)? Compose your response (max of 200 words) either <i>legibly</i> written on the backside of this form or typed, printed, and attached to this form. Examples: influential person, courses taken, personal experiences, career aspirations	
DEGREEWORKS PLAN	
Using the DegreeWorks Planner tool, student will build out a tentative academic plan for the above declared major(s), minor(s), and concentration(s). The plan must include <i>at minimum</i> the next two semesters. Print and attach the tentative plan to this form.	
SIGNATURE	DATE
My signature above indicates that I have reviewed my plan with an academic advisor and/or department chair and am aware of the specific requirements for the major(s), minors(s), and concentration(s) indicated on this form. I am aware that I am required to complete, at 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.	

SIGNATURE OF OWEN CENTER ADVISOR	
SIGNATURE (REQUIRED)*	DATE