

Declaration of Major/Minor, Change of Advisor

Please fill out this form in consultation with the appropriate School Dean, your advisor, and/or the Academic Advising Center.

Student Name: _____ ID#: _____

Campus Box _____ Class: FR SO JR SR 2ND degree

Governing Catalogue: _____

Instructions:

This form can be used to **declare, change or drop a major or a minor** or to **add or change an advisor**.

- Check your governing catalogue before filling out the form to make sure that the major and/or minor you intend to declare is available to you. If not, see your advisor to discuss changing to another governing catalogue.
- Check your governing catalogue to see if the major you have chosen has a required emphasis. If a required emphasis is not included on the form, the form will not be processed.
- Complete the applicable fields.
- Obtain the signature of the Dean of the School in which you are declaring or changing the major or minor. See your catalogue if you are unsure which school houses the major or minor. **A Dean's signature is not required to drop a minor, to drop half of a double major, to change an advisor, or to declare a pre-professional intent.**
- Return the completed form to Academic Advising. The changes you request will be made, and the information will be sent to both your new and your former advisor if applicable.

** To Declare a Double Major, you must also complete the Double Major Planning form with your Advisor (s) and return it to*

{ } Declaring or { } changing a **MAJOR** to _____ with an EMPHASIS in _____

BA { } BS { } ___Double major* ___ Joint major

{ } Dropping a **MAJOR** of: _____

{ } Declaring a **MINOR** to: _____ { } Dropping a **MINOR** of: _____

{ } Changing a **MINOR** from: _____ to: _____

{ } Changing **ADVISOR** from: _____ to: _____

Pre-professional intent (if applicable):

___Pre-dental ___Pre-law ___Pre-medical ___Pre-ministerial ___Pre-optometry
___Pre-pharmacy ___Pre-physical therapy ___Pre-veterinary medicine ___Pre-museum studies ___Teacher licensure

Student's signature

Date

School Dean's signature

Date

TO STUDENTS RECEIVING V.A. BENEFITS: To assist you and the College in meeting a statutory requirement of the Veteran's Administration, you must promptly notify the Registrar's Office if you change your major.

Original to File
Copies sent to: Former Advisor School Dean New Advisor Student

revised 03/05 (CSP)