



In order to officially change majors, the student MUST follow these steps in this order by communicated deadlines:

- 1. Attend the Change of Major meeting.
2. Obtain REQUEST FOR CHANGE OF MAJOR form and mid-term grade reports forms (which you give to your instructors). The instructors will submit these to the Admissions Office.
3. Schedule counseling session with current academic advisor.
4. Obtain current academic advisor's signature.
5. Meet with Director of Financial Aid (by appointment, please).
6. Mid-term grade reports forms should now be distributed to instructors.
7. Meet with program chair for desired major. (by appointment, please)
8. New program chair submits request to Admissions Office.
9. Complete admission requirements for desired major, as applicable.

If a request for change of major is approved by the Program chair, the change is facilitated by the Registrar.

Requests for change of major are considered on a space available basis.

ADMISSION INTO ONE PROGRAM DOES NOT GUARANTEE ADMISSION INTO ANOTHER.

Request for Change of Major

Student's Name: \_\_\_\_\_

Student's SSN: \_\_\_\_\_

Current Major: \_\_\_\_\_

Desired Major: \_\_\_\_\_

Required Signatures

Date

Student: \_\_\_\_\_

Current Acad. Advisor: \_\_\_\_\_

Financial Aid Office: \_\_\_\_\_

FOR ADMINISTRATIVE USE ONLY

Request Approved: \_\_\_\_\_ (New Program Chair) Request Denied: \_\_\_\_\_ (New Program Chair)

New Acad. Advisor: \_\_\_\_\_

cc:

- Registrar, Administrative Dean, Student File, Prior Academic Advisor, New Academic Advisor, College Secretary, Prior Program Chair, New Program Chair, Admissions Director