

## Undergraduate Declaration/Change of Program, Minor

Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ID# \_\_\_\_\_

Undergraduate degree students must declare major(s) and minor(s) by filing this form with the Registrar's Office. Students may declare majors/minors at any time after entry to the college, **but no later than the** declaration deadline during the sophomore year. This deadline is published in the Spring academic calendar. **Students who do not meet the Spring sophomore declaration deadline will receive a registration hold.**

When declaring, students must designate an advisor who is a member of their major department. (First-year students who declare a major will continue to be advised by Academic Advisement). Students with multiple majors will designate a major advisor in each department. This form must be signed by the department chairs concerned (or their designees), by the new advisor, and by the student. Forms will be processed within 3 business days. **NOTE: A change from one program to another may extend your graduation date! Consult with your advisor!**

**Indicate: Class Level:** FR\_\_\_\_ SO\_\_\_\_ JR\_\_\_\_ SR\_\_\_\_ **Degree:** BA\_\_\_\_ BFA\_\_\_\_ BMUS\_\_\_\_ BS\_\_\_\_

**My Anticipated Graduation Date is (check month):** August  January  May  of (Year): \_\_\_\_\_

**NOTE: Declarations of Major #2 and Minors Will NOT be Accepted If Current Program is UNDECLARED**

<u>Declaration/Change of Program</u>	<u>Major Dept. Chairperson Signature</u>	<u>Date</u>
Major #1: _____ New: <input type="checkbox"/> Change: <input type="checkbox"/> Remove: <input type="checkbox"/> Major #1: _____		
Concentration (If applicable): _____		
New Major #1 Advisor Name: _____ Signature: _____ Date: _____		
<b>IMPORTANT: If a Major #1 is declared or changed and a "New Major #1 Advisor Name" is missing, the department chair will be assigned!</b>		
Major #2: _____ New: <input type="checkbox"/> Change: <input type="checkbox"/> Remove: <input type="checkbox"/> Major #2: _____		
New Major #2 Advisor Name: _____ Signature: _____ Date: _____		
(*NOTES: Education 2 <sup>nd</sup> majors or Art Ed Minors are <u>not</u> declared using this form! Students must be accepted via the issuance of an acceptance letter from the School of Education to the Registrar's Office. <u>SELF-DESIGNED Majors</u> require an approved program rationale)		
<u>Declare/Change/Removal of Minor (Minors Are Optional)</u>	<u>Minor Dept. Chairperson Signature</u>	<u>Date</u>
Minor #1: _____ New: <input type="checkbox"/> Change: <input type="checkbox"/> Remove: <input type="checkbox"/> Minor #1: _____		
Minor #1 Advisor Name (if req'd): _____ Advisor Signature: _____		
Minor #2: _____ New: <input type="checkbox"/> Change: <input type="checkbox"/> Remove: <input type="checkbox"/> Minor #2: _____		
Minor #2 Advisor Name (if req'd): _____ Advisor Signature: _____		
Minor #3: _____ New: <input type="checkbox"/> Change: <input type="checkbox"/> Remove: <input type="checkbox"/> Minor #3: _____		
Minor #3 Advisor Name (if req'd): _____ Advisor Signature: _____		
<b>* NOTE: Removal of a Minor does <u>NOT</u> require a chairperson or advisor signature *</b>		

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RETURN THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE IN BROWNSON HALL, Rm. 113**