Geneseo

REQUEST FOR CHANGE OR DECLARATION OF MAJOR OR PROGRAM

SEE OTHER SIDE FOR INSTRUCTIONS

NAME: _____ ID # _____ GPA _____

PRESENT MAJOR (S) _____

PRESENT ADVISOR _____

Please check all that apply:

___ Change of first major**

___ Change of advisor

___ Add/change second major

___ Add/change 3rd and 4th major*

___ Delete second major

___ Delete 3rd or 4th major

___ Add/change first minor

___ Add/change second minor

___ Delete minor

___ Add/change certification

___ Add/change concentration or track

*Third or Fourth Majors, please attach a separate request

**Biology and Chemistry majors must specify BA or BS with major

NEW MAJOR: _____

Concentration/Track (if required)

_____

_____ _____

APPROVAL (Chair's Signature) Date

NEW ADVISOR: _____

ADVISEMENT FOLDER RECEIVED _____ (person receiving please initial)

NEW PREGRAD REQUIRED (more than 80 cr hrs completed) _____ (check if applicable)

SECOND MAJOR: (optional) _____

Concentration/Track (if required)

_____

_____ _____

APPROVAL (Chair's Signature) Date

ADVISOR: (optional)

TEACHER CERTIFICATION CANDIDATES:

Note: Before formal acceptance by the School of Education you will be listed as a pre-major.

_____ **BSED**

Check one of the following:

_____ Early Childhood and Childhood Education (Birth - Grade 6)

_____ Childhood (Grades 1 – 6)

_____ Childhood with Special Education (Grades 1 – 6)

Concentration (Required) _____

_____ **BA/BS** with Adolescence certification

Major _____

_____ **I wish to discontinue my certification program**.

(Education signature required)

_____ _____ _____

EDUCATION OFFICE APPROVAL ADVISOR DATE

ADD or DELETE (circle one)

MINOR 1: _____

APPROVAL: _____ _____

Date

ADD or DELETE (circle one)

MINOR 2: _____

APPROVAL: _____ _____

Date

PLEASE ENTER THE ABOVE CHANGES ON MY OFFICIAL COLLEGE RECORD.

Student Signature: _____ Date: _____

Return the completed form to the Office of the Dean of the College, Erwin 106.

Changes complete _____ Date _____

Revised 2/19/09

POLICIES FOR DECLARING A MAJOR: Students may change their major if they are maintaining at least a 2.0 cumulative grade point average and a 2.0 average in coursework in the major department they wish to enter. If these conditions are not met, students seeking to change their program should consult with the Dean of the College.

Instructions for changing or declaring a major:

1. Secure your advisement folder from your present advisor or department office.

2. Proceed to your new department office, obtain approval and assignment of new advisor (on reverse side completed form); leave your folder with the new department.

3. Return completed form to Office of the Dean of the College, Erwin 106.

Policies governing multiple majors and/or minors:

1. To qualify for multiple majors, a student must have a minimum of 24 semester hours in each major that are distinct (not applied toward major department requirements for any other major). Permission is required from a department or school offering two or more majors in order for a student to have a dual major within that same department or school.

2. Students may use required related courses outside of their major department to satisfy requirements for a second major. (e.g. CHEM major may use MATH 221 and 222 toward an additional major in Mathematics or a Mathematics minor.)

3. Courses in second and subsequent majors, or in minors, may be used for general education when appropriate.

4. When a student declares additional majors or a minor, the advisement folder remains with the department housing the first major.