

## REQUEST FOR CHANGE OR DECLARATION OF MAJOR OR PROGRAM SEE OTHER SIDE FOR INSTRUCTIONS

NAME:	ID #	GPA	
PRESENT MAJOR (S)	NEWMAJOR		
DDEGENT A DAVIGOD	Concentration/Track (if rec	NEW MAJOR:Concentration/Track (if required)	
PRESENT ADVISOR		1	
Please check all that apply:	APPROVAL (Chair's Sign	nature) Date	
Change of first major* Add/change first mino	r NEW ADVISOR:	<del></del>	
Change of advisor Add/change second m	inor ADVISEMENT FOLDER	NEW PREGRAD REQUIRED	
Add/change second major Delete minor	RECEIVED	(more than 75 cr hrs completed)	
Delete second major Add/change certification	on (person receiving please initial)	(check if applicable)	
Add/change concentra or track	SECOND MAJOR: (opt Concentration/Track (if rec	tional)quired)	
*Biology and Chemistry majors must specify BA or BS with maj			
	APPROVAL (Chair's Sign	nature) Date	
	ADVISOR: (optional)	ADVISOR: (optional)	
Check one of the following:  Early Childhood and Childhood Education (Bin Childhood with Special Education (Grades 1 –  Concentration (Required)	rth - Grade 6) 6)		
	nue my certification progra ignature required)	ram.	
EDUCATION OFFICE APPROVAL ADVIS	SOR	DATE	
ADD or DELETE (circle one)	ADD or D	ELETE (circle one)	
MINOR 1:	MINOR 2:	MINOR 2:	
APPROVAL:	APPROVAL:		
Date		Date	
PLEASE ENTER THE ABOVE CHANGES ON MY OFFICIAL COLI	LEGE RECORD.		
Student Signature:		Date:	
Return the completed form to the Office of the Dean of the College, Erw	vin 106.		

010/14

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.