



# REQUEST TO CHANGE MAJOR/MINOR/CATALOG YEAR (Undergraduate)

- Instructions:**
1. Student must schedule an appointment with the Advisor for the new major to complete the Request to Change Major/Minor/Catalog Year form and review the requirements for graduation.
  2. Student-athletes must obtain a signature from the Athletics Coordinator **prior** to completing a change of major with an academic advisor.
  3. International students (F1 or J1 Visa) must obtain a signature from the International Services Office **prior** to completing a change of major with an academic advisor.
  4. Advisor will update Banner with the new Major/Minor/Catalog Year.
  5. Advisor will reassign the student in Banner (SGAADVR) to a primary advisor for the new major.
  6. Request to Change Major/Minor/Catalog Year form will be filed in the student's advising file.

**Please Print:**

**Name:** \_\_\_\_\_ **University Identification Number (UIN):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Are you an International student (F1 or J1 visa)?** Yes No

(If yes, student must obtain a signature from the International Services Office.) **International Office Signature:**

**Are you a Student Athlete?** Yes No (If yes, student must obtain a signature from Athletics.) **Athletics Signature:**

<b>Current College:</b> Arts & Sciences Business	<b>New College:</b> Arts & Sciences Business
School of Entrepreneurship Education Engineering	School of Entrepreneurship Education Engineering
Health & Human Services Undeclared	Health & Human Services Undeclared

**Current Major:** \_\_\_\_\_ **New Major:** \_\_\_\_\_

**Concentration:** (if applicable) \_\_\_\_\_ **Concentration:** (if applicable) \_\_\_\_\_

**Current Catalog Year:** \_\_\_\_\_ **New Catalog Year:** (if applicable) \_\_\_\_\_

**Current Minor:** \_\_\_\_\_ **New Minor:** *Students interested in adding a new minor must meet with the appropriate college. For most degree programs, a maximum of two minors can be declared*

Do you wish to keep this minor: Yes No  
(If no is circled, advisor to notify appropriate college via email)

By initialing below, I acknowledge the following:

- Changing my curriculum may change the excess hour credit threshold, may result in an excess hours surcharge, may delay my graduation, and may impact my ability to receive a Soar in 4 rebate.
- Changing my major/minor may result in a major/minor fee assessment on my student account **Initials:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Effective Term/Year \_\_\_\_\_ Catalog Year \_\_\_\_\_

Changes to major or catalog year must be entered only in the student's current term or in the next subsequent term.

Receiving College Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Entered into Banner:	Date	Initials	Comments
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