CHANGE OF MAJOR/CONCENTRATION/MINOR FORM

Students may change their major or degree program as long as they can meet the requirements for their new major. When changing a major/concentration or adding a minor, the added major/concentration or minor will follow the current catalog year. Frequently changing one’s major increases the amount of time required to complete the baccalaureate program and not all programs (such as nursing) can accept applicants who wish to transfer to that field. Programs having requirements for internal transfer are communications media, human services, nursing and education. *NOTE: changing to a STEM major may result in the student having to take an additional math placement exam.

Student Name: ___________________________ Date: ______________________

Student ID#: ___________________________ Date of Birth: __________________

Please Circle One: Day / Evening Bachelor of Science (B.S.) / Bachelor of Arts (B.A.)

Note - B.A. has a language requirement

☐ I wish to change my major from ___________________________ to ___________________________

☐ I wish to declare a double major in ___________________________ and ___________________________

☐ I wish to declare a double Degree in ___________________________ and ___________________________

Note – student must have at least 150 credits to earn a double degree

☐ I wish to drop my 2nd major

☐ I wish to add the following concentration(s)

☐ I wish to remove the following concentration(s)

☐ I wish to add the following minor(s)

☐ I wish to remove the following minor(s)

A departmental approval signature is required, except for dropping a minor or concentration.

Student Signature: _____________________________________________

STEP 1: (Always Use Advisor Type MAJR)  

Approved: ___________________________  
(Signature of Department Chair you are entering)

Dept. Secretary: ___________________________  
(Signature of department support staff confirming that they have assigned a new Advisor in Banner)

STEP 2:  

Approved: ___________________________  
(Signature of Department Chair you are leaving)

Dept. Secretary: ___________________________  
(Signature of department support staff confirming that they have removed the old advisor in Banner)

*OR*  

Approved: ___________________________  
(Signature of Department Chair for adding a minor or concentration)

Updated 3/28/2019

Return the form to the Registrar’s Office once you obtain the appropriate signatures. Please expect the change to take effect after five business days.