

**DECLARATION OR CHANGE OF
MAJOR / MINOR / ADVISER**
(Type or press firmly w/ballpoint pen)

| Student ID | Last Name | First | MI. | Effective Term |
|------------|-----------|-------|-----|----------------|
|------------|-----------|-------|-----|----------------|

A. Degree Program

| | Old | New |
|--|-------|--|
| 1. College | _____ | _____ |
| 2. Degree | _____ | _____ |
| 3. Primary Major | _____ | _____ |
| 4. Advisor | _____ | _____ |
| 5. Second Major ² | _____ | _____ |
| 6. Minor | _____ | _____ |
| 7. Concentration/Emphasis ³ | _____ | _____ |
| 8. Second Academic Concentration ⁴ | _____ | _____ |
| 9. Teacher Certification? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Are you currently receiving monthly VA educational benefits? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Are you seeking two bachelor's degrees simultaneously? If Yes, section C must be fully completed, and both colleges and degrees must be listed together on the same lines above (for example, AS/AS; BFA/BA; THEA/FREN). Please refer to the current undergraduate catalog under Degree Programs and Requirements for more information. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Are you a returning student seeking a second degree? If Yes, be sure you have filled out the Admissions form "Application for 2 nd Bachelor's Degree." | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

B. Student Signature: _____ **Date:** _____

C. New Degree Program:

| | |
|--|-------------------------|
| 1. _____ Signature of New Department Head for Primary Major | Date: _____ |
| 2. _____ Name of New Adviser for Primary Major (To be assigned by new department) | Adviser ID Number _____ |
| 3. _____ Signature of New Department Head for Second Major, or Dual Degree (If appropriate) | Date: _____ |
| 4. _____ Name of New Adviser for Second Major, or Dual Degree (If appropriate, to be assigned by new department) | Adviser ID Number _____ |

Notice to Students:

Changes in your degree program that delay your graduation may cause you to be subject to the tuition surcharge policy.

Please forward ALL THREE copies to the Registrar's Office for processing. Distribution: Copy 1 (Original) – Registrar's Office, Copy 2- New Department, and Copy 3 – Previous Department.

² A Tuition Surcharge is still applicable for students attempting 140 hours or more even though they may be pursuing a Second Major and/or a Minor. A Second Major does not result in the awarding of a second degree. Please refer to the current undergraduate catalog for more information.
³ Must be declared on this form if major requires a Concentration/Emphasis.
⁴ Required for ELED and PE majors ONLY.