

DECLARING OR CHANGING MAJOR/PROGRAM OF STUDY

INSTRUCTIONS:

- Review information in the current Bulletin & Student Handbook about the intended major or program to learn about requirements for certificate/degree completion.
- If, after consulting with your Academic & Student Support Specialist, you conclude that the intended major or program will best suit your goals and needs, please submit this form to the Office of Academic & Student Support Services.
- Submit to the Office of Academic & Student Support Services and allow two to three weeks for the request to be processed.

Student name: _____
Last (Family name)
First (Given name)
Middle

Mailing address: _____
Street
City
State
Zip code

Student ID: 000-_____ Email address: _____

Primary telephone number: _____ Current Program/Major: _____

Choose one and complete:

DECLARE: I am requesting to **declare** the following undergraduate major or program of study:

Certificate Associate Bachelor Program name: _____

OR

CHANGE: I am requesting to **change** to the following undergraduate major or program of study:

- Type of program (Certificate, Associate, Bachelor) _____
- Program name _____

Please review, initial, and sign:

- Together, my Academic & Student Support Specialist and I discussed the requirements for the intended major or program of study. I have reviewed the requirements and know that I am responsible for satisfying them in order to be eligible for the intended certificate/degree completion. _____ (initial)
- I further understand that enrolling in the intended major or program may impact my financial aid eligibility. _____ (initial)

Student signature

Date

FOR OFFICE USE ONLY

Date assigned: _____ Assigned to: _____

Signature: _____ Date complete: _____ Petition: Accepted Denied

Comments: