

**DECLARING OR CHANGING  
AN UNDERGRADUATE MAJOR/PROGRAM**

**USE OF THIS FORM:** to request a declaration or change of an undergraduate major or program of study

**INSTRUCTIONS:**

You must consult with an adviser (in person, via email or telephone) prior to submitting this request for declaration/change of major or program. Before consulting with your adviser, please do the following:

1. Request one status report from your adviser for your current major or program (if applicable), AND one for the intended major or program.
2. Review information about the intended major or program to learn about requirements for certificate/degree completion.
  - a. Please refer to the current Undergraduate Bulletin or go online at <http://www.spcs.neu.edu> for list of majors and programs and their requirements.

If, after consulting with your adviser, you conclude that the intended major or program will best suit your goals and needs, and you fully understand the requirements for certificate/degree completion, please submit this form with a copy of the status report for the intended major or program.

---

**PART I. STUDENT INFORMATION**

Please print.

Student name: \_\_\_\_\_  
*Last (Family name)                      First (Given name)                      Middle Initial*

Mailing address: \_\_\_\_\_  
*Street    City                      State                      Zip code*

Email address: \_\_\_\_\_ Student ID: \_\_\_\_\_

Primary telephone number: (\_\_\_\_) \_\_\_\_\_

Secondary phone number: (\_\_\_\_) \_\_\_\_\_

**PART II. DECLARATION/CHANGE**

Please check one and complete.

- I am requesting to **declare** a major or program of study.
  - I wish to declare the following major or program:  
Certificate/Associate/Bachelor  
(I have met the prerequisites to enroll in this major or program. If you have not submitted an admission application, please do so at <https://www.spcs.neu.edu/register/undergrad/>)
  
- I am requesting to **change** my current major or program.
  - I wish to change my current major or program in  
Certificate/Associate/Bachelor to my intended  
major or program in Certificate/Associate/Bachelor  
(I have met the prerequisites to enroll in the intended major or program.)

**PART III. REQUIREMENTS FOR THE INTENDED MAJOR OR PROGRAM**

I have consulted with \_\_\_\_\_ (*my adviser*) on \_\_\_\_\_ (*date*) to discuss my intent to declare/change (*please circle*) my major or program of study at the School of Professional and Continuing Studies & the Lowell Institute School.

- Together, my adviser and I discussed my status report(s) and 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 here)
- I further understand that enrolling in the intended major or program could impact my financial aid eligibility. \_\_\_\_\_ (initial here)
- I have attached a copy of the status report for the intended major or program. \_\_\_\_\_ (initial here)

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*

**PART IV. ADVISER APPROVAL**

(Form will not be accepted without the signature of the adviser.)

I have reviewed the requirements for the intended major or program with \_\_\_\_\_ (student).

\_\_\_\_\_  
*Adviser signature*

\_\_\_\_\_  
*Date*

Please submit completed form with required documents to:

Advising Services  
School of Professional and Continuing Studies  
& Lowell Institute School  
270 Ryder Hall  
360 Huntington Avenue  
Boston, MA 02115

*Please allow two to three weeks for the request to be processed.*

<b>FOR OFFICE USE ONLY</b>		Date received _____	Date processed _____	Initials _____
Petition <input type="checkbox"/> Accepted <input type="checkbox"/> Denied		Signature: _____		Date: _____
Comments:				