



Office of the Registrar

NTTC 2nd Floor

304.243.2238

STUDENT'S REQUEST FOR A CHANGE OF MAJOR

**In order to change your current major
OR to declare a major (if you are currently listed as undecided),
please follow these steps in the sequence listed:**

1. If you are a Freshmen or Sophomore, you must obtain the signature of your current faculty advisor before proceeding further.
2. You must next obtain the signature of the Department Chairperson for your current major.
3. You must next obtain the signature of the Department Chairperson for your newly declared major.
4. Finally, you must present this form to the Registrar who will grant final approval. The Registrar's Office will assign a new academic advisor from the department of your new major. You will then be able to view your new advisor's name from the *Academus On-Line* system.

PLEASE SEE FORM ON REVERSE SIDE



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CHANGE OF MAJOR

NAME _____ CLASS LEVEL _____

STUDENT ID# (found on Cardinal Card) _____

I wish to change my major from _____ to _____

Reason: _____

****If intended major is Business Administration, you must declare a concentration in (please check one):** Management Marketing International Business

Student Signature: _____

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REQUIRED APPROVALS (must be obtained in this sequential order)

1. *Faculty Advisor* (Freshmen and Sophomores only)

I approve of this student's decision to change his/her major.

Signature of Faculty Advisor Date

2. *Current Department Chairperson:*

I approve of this student's decision to drop his/her current major.

Signature of Current Department Chairperson Date

3. *New Department Chairperson*

I will accept this student into my department according to the following conditions:

Signature of New Department Chairperson Date

*****Newly Assigned Advisor*****: _____

4. *Registrar*

I approve this student's application for a change in major with the following conditions:

Signature of Registrar Date

PLEASE SEE REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS

___ Registrar's Office to adjust expected Graduation Date in Datatel and/or to adjust degree audit