



Change of Major Request

If you are a currently enrolled student requesting a change in major please begin this procedure at least 6 weeks before registration for the upcoming semester(s). You should:

1. Complete the top portion of this form.
2. Obtain the signature of the Exiting Program Director on the bottom portion of the form.
3. Submit the form to the Program Director of the desired program of entry.

Your file will be reviewed in a timely manner and you will receive a decision letter in the mail.

_____		_____		_____
Last Name		First Name		MI
_____		_____		_____
Address	City	State	Zip	
_____		_____		
Social Security Number		Date of Birth		
_____		_____		
Current Program		Telephone Number		
_____		_____		
Desired Program of Entry		Requested Starting Term		

Program Director's Use Only

- This student **DOES** meet the program requirements and **may be** admitted into the _____ program.
- This student **DOES NOT** meet the program requirements and **will not** be admitted into the _____ program.

_____	_____
Entering Program Director Signature	Date
New Academic Advisor is _____	
_____	_____
Exiting Program Director Signature	Date
_____	_____
Registrar Signature	Date

Change is not official unless this form is returned to Registrar at least 2 weeks before the Registration Date for the next semester(s).

This form is not appropriate for students seeking admittance to PA, HCM, or MSN programs. For these programs, students must contact the Admissions Department.

Registrar's Office (540) 224 4492.

REGISTRAR