

Change of Major (Undergraduate/Professional Programs)

(Revised 1 / 09)

Student Name :	Student ID number :	USP email address:
Mailing Address :	Local Phone:	
	Current Class Year : U1 U2 U3 U4 P1 P2 P3 P4	
Current Major :	(For Use of New Prog. Dir. Only) Circle Class Year for Semester when Change is Effective : U1 U2 U3 U4 P1 P2 P3	
Requested Major:	New Anticipated Graduation Date (MM/YY):	
Date of Request:	New Advisor:	

Signatures of Approval :

Signature of Student

(Date)

Signature of Prog. Director/Chair/Dean (Date)
of Current Major (see instructions for Double Degree)

Minors and Specialization Programs

Continuation of a minor or program of study requires signatures of the minor advisor, and Chair of minor department or Specialization Program Director	
Existing Minor:	Existing Program:
Comments:	Comments:

Signature of Chair, Minor Department
or Specialization Program Director (Date)

Signature of Minor Advisor (Date)
(If applicable)

Office use only. Applicant: Please do not complete sections in the shaded boxes.

Signature of Chair/Program Director (Date)
of New Major

Signature of College Dean (Date)
of New Major

Change is to be effective at the beginning of the _____ Semester, 20 ____

cc: New Academic Dean

Registrar's Office – original

Program Directors

Previous Academic Dean

Academic Advising Office

Department Chairs

Student

Registrar Use Only: Cat = _____ From/To Codes:

POLICIES FOR CHANGING MAJORS

- Changing from one major field of study to another major at this University is often possible, but it is neither automatic nor guaranteed. Following consultation with his or her academic advisor, the student intending to change his or her major should meet with the college dean or director of the program responsible for the degree program into which the student desires to transfer.
- Formal requests for change of major must be submitted to the student's prospective college dean by the dates published in the student handbook.
- Students who change their major while being enrolled in a minor program must be reevaluated and approved to continue the minor by the minor advisor, chair of the minor department, followed by the chair/program director/dean of the new major program.
- Students who change their major while being enrolled in a specialization program of study (e.g. Forensic Science, Teacher Certification, etc.) must be reevaluated and approved to continue the program by the program director and the chair/program director/dean of the new major program.
- Students who change their major while enrolled as a Double Degree or Double Major student must obtain approval of BOTH current program directors.
- A change of major is subject to approval of the appropriate program director(s) and college dean(s) and is based on a review of the student's academic record, other qualifications for acceptance into the degree program under consideration, and space availability.
- Change of Major becomes effective only at the beginning of a semester or an academic term.

STUDENT INSTRUCTIONS:

This form must be completed and submitted by the deadline date to the Office of the Dean of the college in which the new major is housed. Please read the policies above.

- 1.) Complete only unshaded boxes.
- 2.) Obtain signatures in the order listed
- 3.) It is the student's responsibility to investigate the specific requirements and procedures for acceptance into any new major. These may include:
 - a. Transcript of grades* must accompany request
 - b. Resume
 - c. Statement of goals (essay)
 - d. Personal Interview
 - e. Residency time in new major prior to graduation
 - f. Acceptance may be subject to program space availability
 - g. Criminal Background check

Please note that it is the applicant's responsibility to ensure that all materials have been submitted to the Dean's office.

Incomplete application files will not be evaluated for acceptance.

** Students may be required to complete one semester of academic work at USP before applying for a Change of Major.*

ADMINISTRATIVE INSTRUCTIONS: All information in shaded areas must be completed prior to submission to the Registrar's Office. Approved forms must be submitted no later than the end of the Drop/Add period for the semester in which the changes becomes effective.