

Major Change Declaration

Important Information:

1. The student must complete all information on the form and obtain the appropriate department approval prior to returning the form to the Office of Enrollment Services (BH-101). A student signature is required for processing.
2. The department of the new major/minor, etc. must verify the code and stamp/sign their approval.
3. The effective term is to be determined by the department. This term will reflect the new major, minor, etc. on the student's record and is the term which will determine the student's new requirements (i.e. catalog year).
4. Undergraduate students must declare a major once they complete 60 units (pre-majors do not count).
5. Undergraduate students who have already filed to graduate must file a new program planner when changing their major or when adding a second major. Double majors must complete the degree requirements for both majors prior to graduating.
6. Minors must be completed prior to the awarding of the Bachelors degree - students cannot return as graduates and add a minor to their previously earned undergraduate degree(s).
7. Graduate students changing from a Masters to a Second Bachelors will have their coursework changed from a Graduate to an Undergraduate record.
8. Graduate students changing from a Second Bachelors to a Masters program will have their GPA reviewed. If the GPA is not above a 2.5, a notification will be sent to the student stating that he/she is not eligible for the program and the request for major change will not be processed.
9. Graduate class levels are identified as follows:
 - 050 - Graduate student pursuing a Second Bachelors Degree
 - 051 - Graduate student pursuing a Masters Degree: Conditionally Classified in major
 - 052 - Graduate student pursuing a Masters Degree: Classified in major (accepted into major)
 - 053 - Graduate student pursuing a Masters Degree: Advanced to Candidacy
 - 054 - Graduate Student: Unclassified (not declared into any program)
 - 055 - Graduate student seeking a Credential or Certificate only: Classified
10. Students who have already filed to graduate are subject to a refilling fee for the new major.

Instructions: To *add* program, please obtain the correct code and a signature of approval from the department offering the program. To change to an *"undeclared"* major, obtain the approval of Academic Advising (HC-103). To *drop* a program that is in addition to your first major, only the student's signature is required. *International students* must also obtain the approval of the Center for International Education (BH-201).

Student ID

Date

Name (Last, First, MI)

Street Address

City, State, Zip Code

Phone Number

Email Address

I, the undersigned, authorize the Office of Enrollment Services to make the approved changes to my program.

Student Signature

Check one: Replace First Major Add to First Major

_____ _____
New Major Code Sub-Plan

_____ _____
New Minor Code New Certificate Code

_____ _____
New Credential Code New PBAC Class Level

_____ Check here if you
Program to DROP have a *No Major* hold.

Department Approval

Effective Term

CIE Approval (*International*)