SHIPPENSBURG UNIVERSITY
Change of Major/Minor/Concentration

The student must have Section 1 completed before obtaining signatures in Section 2.

Section 1

Last Name, First Name _____ SU ID Number _____

Email _____ Phone _____

Date _____ Total Credits _____ QPA _____

The following change in academic status of the above undergraduate student has been affected:

College: From _____ To _____

Major 1: From _____ To _____

Conc 1: From _____ To _____

Major 2: From _____ To _____

Conc 1: From _____ To _____

Minor 1: From _____ To _____

Minor 2: From _____ To _____

Degree: From _____ To _____

(If you are switching to a BA degree, you may be required to complete the foreign lanuage requirement. Please check with your dean's office.)

Certificate: From _____ To _____

Student's Signature _____ Date _____

Signatures Required - See Instructions on Back

Section 2

Dean of New College _____ Date _____

Dean of Education _____ Date _____

Chair of Major 1 _____ Date _____

Chair of Major 2 _____ Date _____

Dean of Minor _____ Date _____

Chair of Minor 1 _____ Date _____

Chair of Minor 2 _____ Date _____

Chair of Certificate Pgm _____ Date _____

Dean & Registrar's Office Use Only

Catalog Term: **(Needed for Degree Audit)** _____

New: Col 1 _____ Dept 1 _____ Maj 1 _____ Min 1 _____ Conc 1 _____ Degree 1 _____ Cert _____

New: Col 2 _____ Dept 2 _____ Maj 2 _____ Min 2 _____ Conc 2 _____ Degree 1 _____ Cert _____

INSTRUCTIONS FOR CHANGING MAJORS

1. Complete top area of form (name, Student ID Number, local address information, date of application, telephone number, and email address). Using your Banner access find total credits and GPA.

2. To change majors/minors within same college, you will need to have the chair of new major/minor sign your Change of Major/Minor form and return the form to your dean's office.

3. To change your major/minor from one college to another college, you will need signatures from the chair of the new department and dean of the new college. If your new major is in education, you will also need the signature of the dean of education. When the signatures are obtained, return the form to your current dean's office for coding and processing.

4. If you are switching to a BA degree, you will be required to complete the foreign language requirement. Please check with your new college dean's office for more information.

A listing of dean's offices and department offices can be found at:

http://www.ship.edu/academics/