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 _____

Major 3: From _____ To _____

Conc 1: From _____ To _____

Minor 1: From _____ To _____

Minor 2: From _____ To _____

Minor 3: 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 _____

Chair of Major 3 _____ Date _____

Dean of Minor _____ Date _____

Chair of Minor 1 _____ Date _____

Chair of Minor 2 _____ Date _____

Chair of Minor 3 _____ 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 2 _____ Cert _____

New: Col 3 _____ Dept 3 _____ Maj 3 _____ Min 3 _____ Conc 3 _____ Degree 3 _____ Cert _____

INSTRUCTIONS FOR CHANGING MAJORS

1. Complete top area of form (name, SU ID Number, email address, phone, date of application, and QPA).
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.
3. To change your major 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.
4. If you are switching to a BA degree, you may be required to complete the foreign language requirement. Please check with your new college dean's office for more information.
5. When you have obtained all necessary signatures, please return the form to your dean's office.

COLLEGE	LOCATION	PHONE
College of Arts & Sciences	Dauphin 225	477-1151
College of Education & Human Services	Shippen Hall 356	477-1141
J. L. Grove College of Business	Grove Hall 128	477-1620

NOTE: Major Change Forms will not be processed during the two weeks prior to student scheduling through the end of the initial scheduling period. Any Major Change Form submitted during this time will be processed after the initial scheduling period ends. Students should be able to schedule classes in the new major during the schedule clean-up and schedule adjustment periods.

Print Form