

Declaration of Major Form

Purpose: Use this form to declare or drop a primary or secondary major. Please use the Add or Change a Minor form to declare a college minor.

Student Instructions:

1. Complete Sections 1&2 of this form using a computer.
 - a. **A handwritten form will not be accepted.**
 - b. An incomplete form will be returned to you for completion.
 - c. A separate form must be filled out for each major.
2. Print the form.
3. Sign and date the form in Section 3; a digital signature is **not** acceptable.
4. To declare a major, submit the form to the appropriate department for review.
5. To drop a major(s), return to the home college indicated in Section 1.
6. Allow one week for processing and confirm via CheckMarq.

Department Instructions:

1. Review requested major and concentration in Section 2.
2. Complete Section 4.
3. Forward this form to the home college indicated in Section 1.

Section 1: Student Information

Name _____ Date _____
Last First Middle

MUID _____ Expected Graduation Term _____

Home College *(check one)*

Arts & Sciences Business Administration Communication Education
(Sensenbrenner Hall, G-004) *(Straz Hall, 101)* *(Johnston Hall, 114)* *(Schroeder Complex, 151B)*

Engineering Health Sciences Nursing
(Haggerty Engineering, 280) *(Schroeder Complex, 238)* *(Clark Hall, 251)*

Classification FR (0-23 hrs.) SO (24-59 hrs.) JR (60-91 hrs.) SR (92+ hrs.)

Section 2: Major Information

I wish to add the following:

Primary Major Secondary Major *(must officially declare a primary major before a secondary major can be declared)*

Major of: _____ List concentration (track), if applicable: _____

I wish to drop the following *(the concentration attached to a major, if any, will automatically be dropped)*:

Major of: _____

Major of: _____

Section 3: Student Signature

Signature _____ Date _____

Section 4: Department Information *(to be completed **only** by major department at time of **declaration**)*

Major: _____	Concentration: _____		
_____ Advisor Name	_____ Advisor MUID	_____ Bulletin Req. Year	_____ Signature of Dept. Chair OR Rep.

**Student Athletes must obtain a signature from the Athletic Department: _____ Date: _____