REQUEST FOR CHANGE OR DECLARATION OF MAJOR OR PROGRAM
SEE OTHER SIDE FOR INSTRUCTIONS

NAME: ____________________________ ID # ______________ GPA ________

PRESENT MAJOR (S) ____________________________

PRESENT ADVISOR ____________________________

EXPECTED GRADUATION DATE ____________
Month Year

Please check all that apply:
___ Change of first major*
___ Change of advisor
___ Add/change second major
___ Delete second major
___ Add/change first minor
___ Add/change second minor
___ Delete minor
___ Add/change certification
___ Add/change concentration or track

* Biology, Chemistry and Mathematics majors must specify BA or BS with major

NEW MAJOR: __________________________________________
Concentration/Track (if required)

APPROVAL (Chair’s Signature) ____________ Date ____________

NEW ADVISOR: ______________________________________

ADVISEMENT FOLDER RECEIVED ________
(person receiving please initial)

SECOND MAJOR: (optional) __________________________
Concentration/Track (if required)

APPROVAL (Chair’s Signature) ____________ Date ____________

ADVISOR: (optional)

TEACHER CERTIFICATION CANDIDATES:
Note: Before formal acceptance by the School of Education you will be listed as a pre-major.

___ BSED
Check one of the following:
_____ Early Childhood and Childhood Education (Birth - Grade 6)
_____ Childhood with Special Education (Grades 1 – 6)
Concentration (Required) ____________________________

___ I wish to discontinue my certification program.
(Write signature here and date)

EDUCATION OFFICE APPROVAL ____________ ADVISOR ____________ DATE ____________

ADD or DELETE (circle one)
MINOR 1: ____________________________ MINOR 2: ____________________________
APPROVAL: ____________________________ Date ____________________________

APPROVAL: ____________________________ Date ____________________________

PLEASE ENTER THE ABOVE CHANGES ON MY OFFICIAL COLLEGE RECORD.

Student Signature: ____________________________ Date: ____________

Return the completed form to the Office of the Dean of the College, Erwin 106.

Changes complete ______ Date ____________________________
Students may choose to complete a second major. At least 24 credits of a second must be distinct (i.e., not overlap with Major Requirements of the first major). Permission is required from a department or school offering two or more majors in order for a student to have a second major within the same department or school. Students completing two majors must satisfy the writing requirement of their first major.

Students may choose to complete up to two minors, which are declared by completing and returning the appropriate form to the Office of the Dean of Curriculum and Academic Services. At least 9 credits of a minor must be distinct (i.e., not overlap with Major Requirements or overlap with the requirements of another Minor or Concentration.)

Instructions for changing or declaring a MAJOR:

1. Secure your advisement folder from your present advisor or department office.

2. Proceed to your new department office, obtain approval and assignment of new advisor (on reverse side completed form); leave your folder with the new department.

3. Return completed form to Office of the Dean of the College, Erwin 106.

Instructions for changing or declaring a MINOR:

1. Contact the Chair or Program Coordinator for the minor for approval.

2. Return completed form to Office of the Dean of the College, Erwin 106.

Please refer to the Undergraduate Bulletin (bulletin.geneseo.edu) for name and location of Program Coordinators.