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GENESEO

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

DOWNLOAD this form, fill it in, RENAME with your name, and forward for approvals to new department.

NAME: _____ ID # _____ GPA _____

PRESENT MAJOR (S) _____

PRESENT ADVISOR _____

EXPECTED GRADUATION DATE _____
Month Year

Please check all that apply:

- Change of first major* Add/change first minor
- Change of advisor Add/change second minor
- Add/change second major Delete minor
- Delete second major 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** **BA/BS** with Adolescence certification
- Check one of the following: Major _____
- Early Childhood and Childhood Education (Birth - Grade 6)
- Childhood with Special Education (Grades 1 – 6)
- Concentration (Required) _____

I wish to discontinue my certification program.
(Education signature required)

EDUCATION OFFICE APPROVAL	ADVISOR	DATE
ADD DELETE	ADD DELETE	
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.