

GENESEO

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:

- | | |
|--|--|
| <input type="checkbox"/> Change of first major* | <input type="checkbox"/> Add/change first minor |
| <input type="checkbox"/> Change of advisor | <input type="checkbox"/> Add/change second minor |
| <input type="checkbox"/> Add/change second major | <input type="checkbox"/> Delete minor |
| <input type="checkbox"/> Delete second major | <input type="checkbox"/> Add/change certification |
| | <input type="checkbox"/> 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:

- Early Childhood and Childhood Education (Birth - Grade 6)
 Childhood with Special Education (Grades 1 - 6)

Concentration (Required) _____

Major _____

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

EDUCATION OFFICE APPROVAL

ADVISOR

DATE

ADD or DELETE (circle one)

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.