GENESEO

REQUEST TO CHANGE, DELETE, ADD, OR DECLARE A
Major/Minor/Concentration
SEE Page 2 FOR INSTRUCTIONS

Name: _____ Exp Grad Date:_____ Student ID # _____

Current Major (s):_____ Current Advisor:_____

Current Cum GPA: _____

*Biology, Chemistry and Mathematics Majors must indicate BA or BS with Major

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 Educ. Certification
- ☐ Drop Education Certification
- ☐ Add/change concentration

☐ ADD ☐ DELETE

MINOR 1: _____

Dept. Approval: _____ _____
Signature Date

☐ ADD ☐ DELETE

MINOR 2: _____

Dept. Approval: _____ _____
Signature Date

NEW MAJOR: _____

Concentration (if applicable)

_____

_____ _____
APPROVAL (Chair's Signature) Date

NEW ADVISOR: _____
(if applicable)

SECOND MAJOR: _____
(optional)

Concentration (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)

☐ Teaching Students with Disabilities, All Grades with Childhood Education

☐ **BA/BS** with Adolescence certification

Major _____

Concentration (Required) _____

All Education Majors see Chelsea O'Brien in the School of Education for all Education Major & Concentration enrollment requests: https://www.geneseo.edu/education/contact

☐ **I wish to discontinue my certification program.**

_____ _____ _____
SOE Chair/Coord. Signature ***REQUIRED*** ADVISOR DATE

PLEASE ENTER THE ABOVE CHANGES ON MY OFFICIAL COLLEGE RECORD.

Student Signature: _____ Date:_____

Return completed form to the Office of Advising, Erwin 106 or email to advising@geneseo.edu (MUST be signed by Program Dept. & Student)

OFFICE USE ONLY

Changes complete: ☐ Processed by (initials): 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/ Minor/ Concentration:

1. Contact the Dept. Chair or Program Director/Coordinator for approval.

2. Return completed forms to the Office of Advising in Erwin 106 or email to advising@geneseo.edu (all approved enrollment requests must be signed by the Dept. Chair, Coordinator, or Director of program prior to processing.

Please refer to the Undergraduate Bulletin > Academic Programs to find the name and location of the Program Dept. Chairs / Directors / Coordinators.