

CHANGE MAJOR/CONCENTRATION and DECLARE ACADEMIC MINOR

(Adding a second major/degree or Special Education Certification Only)

INSTRUCTIONS: Changing or adding another major or concentration (or declaring an academic minor) is an important decision and requires considerable thought. The student must meet minimum requirements and most majors (minors) require a complete semester at Lock Haven with a 2.0 GPA or higher, although some have different requirements. (For graduate programs, please consult carefully with the program coordinator.) To determine what a proposed major or concentration (minor) requires see the reverse side (or [click here](#) if viewing this form on the web). Also, a student considering a change may want to discuss it first with the current advisor, his/her parents, or students already in the new major (minor).

The next step is to arrange a meeting with the department chair of the new major (minor). Be prepared to ask (and be asked) questions because this is an opportunity to determine if this new major (minor) really suits your interests and academic abilities. If satisfied, **complete the form below and have it signed by the new major (minor) chair. Submit the completed form to the Office of the Registrar in Russell Hall.** In about a week, access the web academic record to verify the change has been processed. **NOTE:** Minors do not appear on the academic record until requirements have been completed and verified, normally at the time of graduation.

PLEASE PRINT OR TYPE

Name _____ (last) _____ (first) _____ (mi)
 Student ID# _____ Date _____

CHANGE/ADD MAJOR/CONCENTRATION

Changing from Major _____	Concentration _____
to Major _____	Concentration _____
New Degree: [] AA [] AAS [] AS [] ASN [] BA [] BFA [] BS [] BSED [] BSHP [] MLA [] MED	
OR	
Adding a Second Major _____	Concentration _____
Second Degree: [] AA [] AAS [] AS [] ASN [] BA [] BFA [] BS [] BSED [] BSHP [] MLA [] MED	
(Current Major _____ Concentration _____)	
OR <input type="checkbox"/> Adding Special Education Certification Program	
***** (This section to be completed by the major chair <u>only</u> if he/she approves the change.)	
Student is responsible for requirements as of his/her date of matriculation _____ or date of declaring this major _____. (Check one)	
Signature Major/Concentration Chair _____	
Date _____	New Advisor _____ Faculty ID _____

DECLARE ACADEMIC MINOR

Minors do not appear on a student's record until a student is cleared for graduation.	
Minor _____	
<i>(This section to be completed by the new minor chair <u>only</u> if declaring minor is approved.)</i>	
Signature Minor Chair _____	Date _____

DROP MAJOR/CONCENTRATION OR MINOR

_____ I would like to drop this major/concentration or minor. Major/Concentration _____ or Minor _____ <i>Signature of department chair for dropped major/concentration or minor is NOT required.</i>

Student Signature _____ **Date** _____