CHANGE/ADD/DROP MAJOR/CONCENTRATION or DECLARE ACADEMIC MINOR

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 ☐ BSN ☐ MLA ☐ MED

****

(This section to be completed by the major chair only 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**_____

OR

Adding a Second Major _____ **Concentration** _____

Second Degree: ☐ AA ☐ AAS ☐ AS ☐ ASN ☐ BA ☐ BFA ☐ BS ☐ BSED ☐ BSHP ☐ BSN ☐ MLA ☐ MED

(*Current Major* _____*Concentration*_____)

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(This section to be completed by the major chair only 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_____

(This section to be completed by the new minor chair only if declaring minor is approved.)

Signature Minor Chair _____ **Date** _____

DROP MAJOR/CONCENTRATION OR MINOR

_____ I would like to drop this major/concentration or minor. Major/Concentration _____ or Minor _____

*Signature of department chair for dropped major/concentration or minor is **NOT** required.*

Student Signature _____ **Date** _____

08/30/2011