

CHANGE OF MAJOR/STATUS FORM

INSTRUCTIONS

1. Use this form if you are a continuing student. (If you are a new student and have not yet registered, contact the Admissions Processing Office to change your major or to change from undeclared to a major).
2. Meet with your current advisor and discuss your interest in pursuing a change of major. Undeclared students should contact a counselor in the Office of Student Development. Your current advisor must sign this form to indicate awareness of your intent to change majors.
3. To be accepted into the new major, you must meet the admission requirements for the new major. To have an evaluation of your eligibility made:
 - a. You must contact the Division/Department Office of your intended major and request a consultation with a program advisor.
 - b. You must contact either your current advisor or the Office of the Registrar and request that any transcripts on file from prior schools in addition to your GSU academic record be sent to the advisor with whom you'll be speaking, at least one week prior to your initial meeting with him/her. In addition, you must bring to the meeting any other official documents required for admission to the intended major.
4. Your new advisor must sign this form to indicate that your credentials have been evaluated and whether your request to change majors is approved or denied.
5. The Division/Department Chair who oversees the major to which you wish to transfer must also sign this form.
6. A copy of the completed form with the transfer decision will be mailed to you by the Office of the Registrar.

STUDENT NAME (Please Type or Print): _____

ID NUMBER: _____ STUDENT SIGNATURE: _____

CURRENT MAJOR/COLLEGE	INTENDED MAJOR /COLLEGE
COLLEGE: _____	COLLEGE: _____
MAJOR: _____	MAJOR: _____
CONCENTRATION/SEQUENCE (If Applicable) _____	CONCENTRATION/SEQUENCE (If Applicable) _____

-----TO BE COMPLETED BY UNIVERSITY PERSONNEL -----

CURRENT ADVISOR'S SIGNATURE

Print Name	Signature	Date
------------	-----------	------

TRANSFER DECISION

TRANSFER APPROVED: _____ TRANSFER DENIED: _____
EXPLANATION OF DENIAL

NEW ADVISOR'S SIGNATURE
(Signature confirms evaluation completed; new advisor assigned only if addition approved)

Print Name	Signature
Date	

DIVISION/DEPARTMENT CHAIR'S SIGNATURE

Print Name	Signature
Date	

Distribution: White - Office of the Registrar
Canary - Previous Advisor
Pink - New Advisor
Goldenrod - Student