

REQUEST TO CHANGE MAJOR / DECLARE MINOR

Completion of this form, including a meeting with an advisor is required to **Change your Major** or **Declare a Minor**. It is recommended that students inform their advisor of any plans to undertake this change as early as possible in accordance with related policies per the Student Handbook.

Mark box that applies. I am Changing my Major. I am Declaring a Minor

Student Name: _____ **Student I.D. Number:** _____

Current Major: _____ **New Major:** _____

Minor: _____ **Advisor:** _____

For Change of Major:

To Change a Major, students must meet with the advisor from their new program of study to discuss the anticipated impact of a change in major on their academic plan and progress toward degree completion and to obtain the advisor's signature **before the add/drop period** for the last semester of their final year.

For Declaration of Minor:

Students should formally declare their intention to pursue a minor as early as possible but, must do so **before the add/drop period** for the first semester of their final year.

To Declare a Minor, students must meet with their advisor to discuss specific plans for completing the minor and to obtain the advisor's signature.

Note: Failure to either complete the minor or formally withdraw from it may delay the student's graduation date. To withdraw from the minor, a student must make the request directly with the Student Records Office.

Student Email Address: _____

I have reviewed all the requirements and intend to complete all major and/or minor requirements to graduate.

Student Signature: _____ **Date:** _____

Advisor: Is there an anticipated change in expected completion term? Yes No

I have discussed with the student any anticipated impact on academic plan and progress toward degree completion.

Advisor Signature: _____ **Date:** _____

Advisors: please collect signed form and submit this form to studentrecords@cca.edu