

## Undergraduate Change of Major Request

<b>Student ID</b>	<b>Last Name</b>
<b>First Name</b>	<b>M</b>

Have you applied for graduation? .....

Are you a student receiving Veteran Benefits?.

Are you a student Athlete?.....

Are you a Post Baccalaureate?.....

Semester and year new program begins:       /      

### Change program From:

<b>Program</b> (e.g.: Biology)	<b>Degree</b> (e.g. BS)
<b>Program Emphasis/Track</b> (if applicable):	

### Change Academic Program To:

<b>Program</b> (e.g.: Biology)	<b>Degree</b> (e.g. BS)
<b>Program Emphasis/Track</b> (if applicable):	

\*B.A.S./B.A.A.S. majors wishing to change majors will have to reapply to TWU through the Office of Admissions Processing. Technical credits will be removed from the TWU transcript upon acceptance into a non-B.A.S. major.

**Reason:** \_\_\_\_\_

A copy of the completed form will be retained in the students permanent file. State law (Leg. House Bill 1922) with limited exceptions, allow you to be informed about information the University collects about you, to review and obtain the information on this form and to correct any information you believe is incorrect.

\_\_\_\_\_  
\*New Faculty Advisor, Chairperson or Dean signature Date

Any undergraduate change of major form received after the census date of a given term will be made effective for the next upcoming term

\_\_\_\_\_  
\*Student signature Date

Any disclosure of information will be governed by the FERPA act.

\_\_\_\_\_  
Processed – Registrar Date

**\*REQUIRED PRIOR TO PROCESSING**

### Instructions:

Student will complete

- Student ID
- Name
- Applied for graduation, VA recipient, Athlete and Post Bac questions
- Current Program, Degree and Track
- Reason for change
- Sign and e-mail the form from their TWU e-mail address to the new academic department of their intended new major.

Department approver will complete

- Year and Term the new program begins
- New Program, Degree & if applicable Track.
- Electronically sign
- E-mail the completed document from their TWU e-mail address to the Office of the Registrar for processing.