EKU Office of the Registrar

MAJOR CHANGE FORM

(also minors/concentrations/certificates)

1. Complete this form and take to the department office for your proposed new major.
2. Request an appointment to speak to someone regarding changing your major. If you have applied to graduate the form must go to a College Graduation Expert for the college of your new major to certify a new expected graduation date.
3. **ATHLETES**: you must obtain the signature from the Bratzke Center FIRST – to verify that the proposed major change will not cause you to lose NCAA eligibility and/or scholarship. If you decide to change, then obtain the signature of an advisor for your proposed new major.
4. You may also add, delete, or change a minor, concentration, or certificate using this form.
5. **If you have 105 or more hrs (per Degree Works) then you MUST complete the PETITION-CHANGE MAJOR AFTER 105 HRS form. You can find this form on the Registrars website/forms.**

Student name: _____ Student ID: _____
please print

Phone contact (*REQUIRED*): _____ EKU email: _____

Student signature (*REQUIRED*): _____ Date: _____

University policy limits student to one major change per year and expects students to graduate with their currently declared major once they have applied to graduate. Deviations from that standard can significantly delay your graduation and therefore require careful counseling and permission from the college.

A. I am a (*circle one*): **FRESH** **SOPH** **JUNIOR** **SENIOR**

B.

1. **Have you applied to graduate?** **YES / NO**
If yes this form must be turned in to the College Graduation Expert in the dean's office for your new major.

2. **Have you already changed your major this year?** **YES / NO**
If yes, why should you be allowed to change again? Place answer on the back of this form.

3. **Are you an EKU Student-Athlete?** **YES / NO** *(If yes – take form to Bratzke Center first!)*

C. My NEW major will be my: ☐ **1st major** ☐ **2nd major*** ☐ **Dual Degree*** *(150 hr. minimum) required)*

If declaring double major, or two ("dual") degrees, a **separate form is needed for each new major, with appropriate signatures for each major.*

a) DEGREE: AA AGS AAS AS ASN ASP BA BBA BFA BM BS BSN BSW
Please circle one only. If interested in AGS must affiliate with a college and/or declare a concentration.

b) MAJOR Subject Area: _____
You must designate a degree above. Any previous major will be dropped you have unless checked 2nd major or dual degree option above.

If Not Changing Major - leave (a.) and (b.) above BLANK and complete the other relevant areas of this section.

c) MINOR (*if applicable*): _____
Specify what to DROP – and/or – what to ADD

d) CONCENTRATION (*if applicable*): _____
Specify what to DROP – and/or – what to ADD

e) CERTIFICATE (*if applicable*): _____

D.* If declaring AGS (Associate of Arts in General Studies):** ***Students electing AGS should declare a college affiliation and/or a concentration. *AGS is restricted to individuals with no prior college degree. Students who have more than 30 cr. hrs.are expected to first discuss possible repercussion with the Financial Aid Office and an advisor before declaring this degree as a 1st major.*

E. College of Student's New Major*: If student has applied to graduate dean's office grad.specialist should adjust student's* SHADEGR *record*.

Authorizing signature: *I have consulted with this student – and BRATZKE Center if Student-Athlete - and approve the above declared program of study. Based upon my authority, and the student's permission as designated by their signature, please change their official academic record to reflect the declared program indicated above.*

_____ _____ _____
Printed name of authorized individual for new program *Signature* *Date*

_____ _____ _____
Printed Name of College Graduation Expert *Signature* *Date*

BRATZKE OFFICE: *Date reviewed:*_____ *Reviewed by:*_____ ***APPROVE / DENY***

REG OFFICE*: Processed by:* _____ *Date processed:* _____ *Number of major changes for current academic year:*_____