

Undergraduate Change of Major Request

Student ID	Last Name	First Name	M
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Have you applied for graduation?.....	Semester and year the new program
Are you a student receiving Veteran Benefits?.....	begins: _____
Are you a student Athlete?	
Are you a Post Baccalaureate?.....	

Change Academic Program From:
Program: (e.g.: Nutrition) Degree: (e.g.: BS)

Change Academic Program to:
Program: (e.g.: Biology) Degree: (e.g.: BS)

Program Emphasis/Track (if applicable):

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*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.

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.

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

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

*New Faculty Advisor, Chairperson, Date
or Dean signature

*Student signature Date

Processed – Registrar Date
*REQUIRED PRIOR TO PROCESSING

Instructions:

Students complete the following:

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

Department approvers complete the following:

- 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.