**University of Wyoming**

**Office of the Registrar**

Program Change Form

Effective Semester of Change: Spring [ ] Fall [ ]  Summer [ ]  20

Student’s Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Student ‘W’: **\_\_\_\_\_\_\_\_\_**

Student’s Signature: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_

**What would you like to do? *(check all that apply – see 2nd page for additional term explanation)***

[ ] Add a major(s)

[ ] Remove a major(s)

[ ] Add a minor(s)

[ ] Remove a minor(s)

[ ] Add a Certificate Program

[ ] Add a concentration(s)

[ ] Remove a concentration(s)

[ ] Add a Dual degree

[ ] Add a Concurrent major

[ ] Add a Second Bachelor’s

[ ] Change advisor

[ ] Change campus

[ ] Change degree

Next, fill out the appropriate lines for the change(s) noted above.

***My Current Program Information is…***

Degree: [ ]  B.A.  [ ]  B.S. Other: \_\_\_\_\_\_\_\_\_

Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Concentration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I’d like my Program Information to be…***

Degree: [ ] B.A.  [ ]  B.S. Other: \_\_\_\_\_\_\_\_\_

Major(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor(s) *[incl. Honors Program]*:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Concentration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are declaring more than one major or degree, which is your primary? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Finally, get approval from all affected departments for the change(s) noted above; return to the Office of the Registrar.

[ ] Approved [ ] Denied

 PRINTED NAME and SIGNATURE (Department Head or designee) Date

[ ] Approved [ ] Denied

 PRINTED NAME and SIGNATURE (Department Head or designee) Date

[ ] Approved [ ] Denied

 PRINTED NAME and SIGNATURE (Department Head or designee) Date

[ ] Approved [ ] Denied

 PRINTED NAME and SIGNATURE (Department Head or designee) Date

# Directions for Completion of Form

OR 4/18 Posted \_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_

**Please note: This form will not be processed without the signature of the student.**

1. Please print or type, enter all appropriate information, and mark all changes being requested. Fill out all old degree information as well as all new degree information for comparison when processing the form to assure that all information is correctly entered as part of the academic record.
2. Concurrent/Dual/Second Bachelors Explanation

 A concurrent major is a second major pursued alongside the primary major. The majors can be in one or more colleges. One degree will be awarded from the college of the primary major. The university requirements (University Studies) must be met only once. The degrees for the major (B.A., B.F.A., B.S.F.C., etc.) need not be the same.

 A dual degree is a second degree pursued in either the same college as the first degree or in another college. The university requirements (University Studies) must be met only once. Students must meet all of the college and major requirements for both majors. Students must complete at least 30 credit hours at UW (minimum 12 upper division hours) beyond the credit hours required for the degree with the smallest number of credit hours required. An academic advisor for each degree is required. Multiple degrees and multiple diplomas will be awarded, and the student must graduate with both degrees in the same semester.

 A second bachelor’s degree is a second degree pursued in one or more colleges. Students must meet all of the university and college requirements as prescribed for a first bachelor’s degree. Students who completed the first bachelor’s degree at another institution are held to completion of all university requirements. The second bachelor’s degree may have the same title as the first degree and may be in the same college as the first degree, but if in the same college it must be in a different major.

Please note that minors, as well as concentrations, must have the same graduation date as the student’s major(s).

1. Change of Degree Explanation

 A change of degree does not necessarily mean a change in major. Here are some examples of degree types: Bachelor of Science (BS), Bachelors of Arts (BA), and Master of Arts (MA). Check this option if the requested Program Change includes a change in degree type.

1. The signatures of at least two department heads or designees are required for all undergraduates in cases involving a change in department.
2. After all appropriate signatures have been obtained, students should return this form to the Office of the Registrar. Changes to the student’s record will be made as soon as possible, but please allow some time for processing.