

**Change of Adviser, Major, Minor, Option/Concentration, College, and/or Graduate Status**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student 'W': \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Effective Semester of Change: Spring  Fall  Summer  20\_\_\_\_

Student's Signature: \_\_\_\_\_

**What would you like to do? (see back for explanation of some of the choices)**

- |   |   |
|---|---|
| <input type="checkbox"/> Change/Add a major(s)                    | <input type="checkbox"/> Add a concurrent major         |
| <input type="checkbox"/> Change/Add a minor(s)                    | <input type="checkbox"/> Add a dual degree              |
| <input type="checkbox"/> Change/Add a concentration or option     | <input type="checkbox"/> Add a second bachelor's degree |
| <input type="checkbox"/> Change an adviser                        | <input type="checkbox"/> Add an additional minor        |
| <input type="checkbox"/> Change a degree                          | <input type="checkbox"/> Add a concentration or option  |
| <input type="checkbox"/> Delete major(s), minor(s), concentration |   |

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

**Current Information:**

UW College: \_\_\_\_\_

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

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

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

Option/Concentration: \_\_\_\_\_

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

**New Information:**

UW College: \_\_\_\_\_

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

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

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

Option/Concentration: \_\_\_\_\_

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

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

**Finally, get approval for the change(s) noted above; return to the Office of the Registrar.**

Approved  Denied \_\_\_\_\_  
Signature of Current Academic Dean, Department Head, or College Designee Date

Approved  Denied \_\_\_\_\_  
Signature of New Academic Dean, Department Head, or College Designee Date

## Directions for Completion of Form

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

1. Please print or type, using full name and address.
2. Be sure all appropriate information is being included.

Be sure to 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.

3. Accurately indicate the type of majors and degrees that you would like to pursue.

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 options and concentrations, must have the same graduation date as the student's major(s).

4. Former advisers should forward the student's file to the new adviser.
5. The signatures of two academic deans or department heads (or their designees) are required for all undergraduates in cases involving change of college.
6. 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.