|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name | | | | |  | | | | | | | | | | | | | | | | | | ID Number | | | | | | |  |
| Current Class | | | | |  | | | | | | | | | | | | | | | | | | Date of Request | | | | | | |  |
| Total Credits Earned | | | | |  | | | Current Semester Credits | | | | | | | | | |  | | | | | Major | | | | |  | | |
| Cumulative Average | | | | |  | | | Major Average | | | | | | |  | | | | Last Semester Average | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Addition of Emphasis | | | | | | | |  | Change of Emphasis | | | | | | | | | | |  | | | | | Removal of Emphasis | | | | |
|  | | | | |  | | | | | | | | | |  | | | | | | |  | | | | | | | | |
| New Emphasis Chosen | | | | | | |  | | | | | | | | Emphasis Being Dropped | | | | | | | | |  | | | | | | |
| Reason for Addition/Change/Removal of Emphasis | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student’s Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Approval of the Department Chair** | | | | | | | | | | | | | | | |  | | Approved | | | | | | | | |  | | Not Approved | |
| Chair’s Comments / Department’s Conditions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | |  | | | | | | | | | | Signature | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **For Office Use Only** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fee: | | | | | | | | | | | Cashier’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |
|  | | | |  | |  | | | | |  | | |  | | | | | |  | | | | |  | | | | | |
| Registrar’s Office | | | |  | | Approved | | | | |  | | | Not Approved | | | | | |  | | | | | Processed | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | |  | | | | | | | | | | Signature | | | | |  | | | | | | | | | | | | | |