|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |