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