

**East Tennessee State University  
UNDERGRADUATE CHANGE OF MAJOR FORM**

**Instructions to student:**

1. Take this form to the advisement coordinator of your NEW major.
2. The NEW major department will request your advisement folder from your OLD major and forward this form to the Office of the Registrar for updating.
3. You may be requested to make a second appointment for advisement once the folder has been received by your NEW major.

\_\_\_\_\_  
PRINT NAME (Last, First, Middle)

\_\_\_\_\_  
STUDENT NUMBER

\_\_\_\_\_  
DATE

**Instructions to New Major advisement coordinator:**

1. Complete the information below and have the student sign the form.
2. Send a copy of this form to the old major, requesting advisement folder transfer and notifying the old major of the change.
3. Simultaneously **send the original form** to the Office of the Registrar, Campus Box 70561, Room 101, B.E. Dossett Hall.

**SIS Codes:**

- I. NEW MAJOR:** (Place cursor in desired field on SIS Screen 111 and use PF2-Help for listing of eligible codes.)

College	_____	<input type="text"/>
Degree	_____	<input type="text"/>
Major 1	_____	<input type="text"/>
Concentration 1	_____	<input type="text"/>
Minor	_____	<input type="text"/>
Major 2	_____	<input type="text"/>
Concentration 2	_____	<input type="text"/>

**Check here if a transcript is needed from the Registrar.**

This student has been interviewed and has been provided with the requirements of the major and concentration, the core courses, and electives. If the student has earned credits at the zero level (ex. remedial/developmental), the student has been advised that these credits are in **addition** to those required for their degree.

**Comments:**

Advisement Coordinator: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

I understand the requirements of my new major. I further understand it is my responsibility to file the Intent to Graduate forms two (2) terms prior to completing my degree and that official notification of graduation status will come from the Office of the Registrar, Graduation Section.

Student Signature: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SIS Codes:**

- II. OLD MAJOR:** (refer to SIS Screen 111 for current term)

College	_____	<input type="text"/>
Degree	_____	<input type="text"/>
Major	_____	<input type="text"/>
Concentration	_____	<input type="text"/>
Minor	_____	<input type="text"/>

**III. Office of the Registrar: (Campus Box 70561)**

Processed by: \_\_\_\_\_

Date \_\_\_\_\_

Transcript \_\_\_\_\_

rev. 12/00

Please Print Email Here: \_\_\_\_\_  
Please Turn Completed Form Into Main Psychology Office (420 Rogers-Stout)