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
Degree
Major 1
Concentration 1
Minor
Major 2
Concentration 2

☐ 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

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

College
Degree
Major
Concentration
Minor

SIS Codes:

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

Processed by: ______________________ Date ________________ Transcript ________________

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