

EAST TENNESSEE STATE UNIVERSITY
UNDERGRADUATE CHANGE OF MAJOR FORM

Instructions to Student: * Student must have all holds cleared before this form can be processed*****

1. Take this form to the advisement coordinator of your **NEW** major or minor.
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 E-NUMBER

DATE

Instructions to New Major or Minor 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 notify the old major of the change.
3. Have the student take the original form to the Office of the Registrar, Room 101, B.E. Dossett Hall.

I. NEW MAJOR: (If known please provide codes for the college, major and minor)

College _____

Degree _____

Major 1 _____

Concentration 1 _____

College _____

Degree _____

Major 2 _____

Concentration 2 _____

II. NEW/ADDED MINOR:

Minor 1 _____

Minor 2 _____

This student has been interviewed and has been approved with the requirements of the major (minor) and concentration, the core courses, and electives.

Advisement Coordinator: _____

SIGNATURE

DATE

I understand the requirements of my new major (minor). 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

Processed By: _____

Date: _____