

EAST TENNESSEE STATE UNIVERSITY
UNDERGRADUATE CHANGE OF MAJOR FORM

Instructions to Student:

1. Students should declare major, minor and concentrations (as applicable) early in their academic careers.
2. Take this form to the advisement coordinator of your **NEW** major or minor.
3. 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.
4. 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 Year (FR, SO, JR, SR) 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 (Old major: _____), requesting advisement folder transfer and notify the old major of the change.
3. Have the original form delivered to the Office of the Registrar, Room 101, B.E. Dossett Hall.
4. *If the student is within their last two (2) terms prior to completing their degree the form must be delivered to the Graduation Office, Room 102-B, B.E. Dossett Hall.*

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

Master list of codes available at: <http://www.etsu.edu/reg/academics/programlistings.aspx>

College _____

Degree _____

Major 1 _____

Concentration 1 _____

II. NEW SECOND MAJOR

College _____

Degree _____

Major 2 _____

Concentration 2 _____

III. 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).

Student Signature: _____

SIGNATURE

DATE

Processed By: _____