

**DECLARATION OF ACADEMIC MAJOR
(Instructions on reverse of this form)**

Section I: Declaration of Academic Major

Name _____ Student ID # _____

Home Address (or campus unit #) _____

Phone (or campus ext.) _____ Requested Major(s) _____

Program Site: _____ campus day _____ the Center _____ on-line

Current Classification: _____ Sophomore _____ Junior _____ Senior _____ 2nd degree

Expected Date of Graduation (Give month/year): _____/_____/_____

If you are working toward teacher certification, check here: _____ elementary _____ secondary

Check preference for an academic advisor: _____ a faculty advisor in my declared major
_____ keep my current advisor
_____ other? _____

Signature of Student _____ Date _____

Signature of Current Advisor _____ Date _____

To the Student: Return this form to Office of the Registrar. Do not write below this line.

**Section II. Departmental Action
(to be completed by the Major Program Director)**

The faculty of this major have considered this declaration and have taken the following action:

Approved _____ Approved Conditionally _____ Approval Deferred _____ Approval Denied _____

Major Program _____

Signature of Program Director _____ Date _____

To Program Director: Return this form to Office of the Registrar. Do not write below this line.

For Registrar's Office Use Only		
Academic Advisor _____	Major Program director _____	Student _____

DECLARATION OF ACADEMIC MAJOR Policy and Procedures

A formal declaration of academic major is required of all degree-seeking students. The declaration of major may be made any time after freshman year, but normal deadlines are as follows:

- associate degree students.....1st semester sophomore year
- bachelor's degree students.....2nd semester sophomore year
- junior or senior level transfer students.....1st semester at the University of Saint Mary

Procedure for Declaration of Major

1. Student completes Section I of *Declaration of Academic Major form*, obtains signature of current academic advisor, and submits signed form to the Office of the Registrar.
2. Registrar routes *Declaration of Academic Major form* to appropriate major program director(s) for approval.
3. Director of Major Program completes Section II of form and returns it to the Office of the Registrar.
4. Registrar routes copies of official departmental decision to the student, the Major Program Director, and the student's current academic advisor (for the advising file).

To the Student: General Policy Notes

The formal declaration of major process must be completed and approved by the director of the major program before you will be listed officially as a major in a particular area. Listing a major or area of interest on your admission application or registration form does not constitute a formal declaration of major. Graduation degree checks will be done only after your approved declaration of major is on file in the Registrar's Office.

Changing a Major

To drop a major after it has been officially declared or to add a major, the student must complete a *Request for Change of Major form* (available in the Office of the Registrar) and obtain appropriate approvals.