

CHANGE OF MAJOR / CONCENTRATION / MINOR

Student Name: _____ Cortland ID Number: C00-_____

Local Address: _____ Local Telephone Number: _____

City: _____ State: _____ Zip: _____ E-mail: _____

1. Complete all areas of this form and submit it to the department of your NEW major/concentration/minor.
2. The department secretary will seek the approval/signature of the department chair and send the original to the Registrar's Office. A copy is sent to the Associate Dean of the NEW major and/or minor.
3. **IMPORTANT NOTE:** A student cannot major in the same area as the minor or concentration. Also, students cannot have a concentration in the same area as the minor.
4. **Complete the Current Academic Info and fill in only those boxes that reflect a change or deletion.** (Refer to your CAPP for your current program codes.)

Current Advisor: _____ Credit Hours Completed: _____

Potential Graduation Date: _____ Have you applied to graduate? YES NO

	CURRENT ACADEMIC INFO	DELETE	ADD
Degree: (BA, BFA, BS, BSED)			
Major Code:			
Concentration Code:			
Dual Major Code:			
Minor Code:			

Deadline to file change of major to maximize accuracy of advisor/advisee assignments prior to registration is October 1 for Spring and March 1 for Fall.

I am aware that it is my responsibility to read the College Catalog and become familiar with the policies and requirements of my NEW major/concentration/minor and department.

Student Signature: _____ Date: _____

Department Approval: _____ / _____ Date: _____
(Major) (Dual Major)

Department Approval for Minor: _____ / _____ Date: _____
(Added) (Deleted)

DEPARTMENT OFFICE USE ONLY:

NEW Advisor: _____ Office / Bldg: _____ Phone: _____

Catalog Term: _____

Assigned new Advisor on Banner (SGAADVR) Term: _____ Academic Folder Request Check Foreign Lang. Requirement:
___ Met ___ Not Met

ADDITIONAL NOTES:

Department Secretary's Initials/Date: _____

ACADEMIC DEPT DISTRIBUTION: _____ Registrar _____ Associate Dean _____ Department _____ Student