# College of Arts & Sciences

## Declaration of Major Form for the B.A. or B.S. Degree

**INSTRUCTIONS:** Take this form, together with your most recent ACADEMIC REQUIREMENTS report (obtained using the SIS), to the Director of Undergraduate Program for the desired major department prior to the deadline for 4th semester students to declare majors (typically the last week in April). The Director will assign you to a major advisor who will be available to advise you throughout your career as a major in that department. Return the completed white and yellow copies of this form to the department or office for your major. (The office will then forward the Dean’s copy to Monroe Hall.) Keep the pink copy for your records.

Check appropriate box(es):
- □ This is to be listed as my first major.
- □ This is a second major; my first major is in ________________.
- □ This is a re-declaration following a leave of absence or voluntary withdrawal.
- □ This replaces my previous declaration in ________________.

Name: ____________________________
(Last) (First) (Middle)

University ID: ________________________

1st-yr. Residence Hall: ________________

OR: □ Echota Scholar □ Student Athlete □ Transfer Student

ULs, e-mail ID: ________________________

Local/Cell Phone #: ____________________

I expect to graduate in ________________ (semester) ________________ (year)

**Complete the Bottom Portion of this Form with a Major Advisor**

Name of Department or Interdepartmental Program: ____________________________

I hereby apply to be a major in your department. In consultation with an undergraduate advisor, I propose the following tentative program of _____ semesters/hours for my degree:

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<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course To Be Completed (enter year)</th>
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Program Approved By: ____________________________

Name of the Student’s Advisor: ____________________________

Director of the Major or Program, or Major Advisor ____________________________

(PRINT NAME CLEARLY; ILLLEGIBLE FORMS WILL BE RETURNED)

A REMINDER TO THE STUDENT: Review your ACADEMIC REQUIREMENTS report carefully every semester to make sure that you are making normal progress towards graduation and that you are fulfilling all degree requirements. You are responsible for the area requirements in effect the semester you entered the College. They are listed in the Undergraduate Record. You are responsible for the major requirements in effect at the time you declared the major. They, too, are listed in the Undergraduate Record and in the materials provided by the department. If there are discrepancies or you have questions regarding your VISTA report, see your Association Dean promptly. ALL COURSES FOR THE MAJOR, MINOR, AND AREA REQUIREMENTS MUST BE TAKEN FOR A GRADE (NOT Credit/No Credit). Sign below to indicate that you have read and understood the above information.

Student’s Signature ____________________________ Date ____________________________

DEAN’S COPY - (white) DEPARTMENT’S COPY - (yellow) STUDENT’S COPY - (pink)

Created by ASU/Revised January 19, 2010