



CHANGE of MAJOR, DECLARATION OF 2ND MAJOR and/or MINOR

The student must complete the top portion of the Change of Major form, and ensure delivery to the Deans' Office of desired major.

Selection of a new, or additional major (2nd major) and/or a minor, may change projected graduation date. Although the academic advisor should be consulted on matters of curriculum, the ultimate responsibility for decisions on the student's program of study remains with the student. Furthermore, each student holds the ultimate responsibility to understand degree requirements and to plan for orderly fulfillment.

Date _____

1) To be completed by student – please print:

Student _____
Last Name First Name M.I.

Student ID Number _____

Current College: ___ A & S ___ BUS ___ ENGR Desired College: ___ A & S ___ BUS ___ ENGR

Current Major _____ Desired Major _____

Minor _____ 2nd Major _____

Student's Email _____@wne.edu Home or Cell # _____

Reason for a Change of Major: _____

Current Advisor _____ Student's Signature _____

2) To be completed by student's desired new College/Major

Dean's Approval ___ Yes ___ No _____
Signature Date

Curriculum updated in student record _____
Initials Date

Catalog Semester updated in student record _____
Initials Date

Advisor updated in student record/Kodiak _____
Initials Date

New Advisor's Name _____ & Email _____@wne.edu

Degree Audit information updated _____
Initials Date

Student Type updated	_____	_____
	Initials	Date
Student Notified (information sent)	_____	_____
	Initials	Date
Advisor Notified (information sent)	_____	_____
	Initials	Date

3) To be completed by Student Administrative Services (SAS)

Verification of new curriculum	_____	_____
	Initials	Date
Update curriculum in transcript record	_____	_____
	Initials	Date
Regrade-process student	_____	_____
	Initials	Date

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Additional questions regarding changing a major should be directed to the Dean's office of the appropriate College. College and department contact information is below.

Contact Information

College of Arts & Sciences, Herman Hall Room 205

Dr. Josie Brown-Rose, Assistant Dean College of Arts & Sciences
 Email: josie.brown-rose@wne.edu Phone: (413) 782-1279

Ann Marie Lovotti, Academic Coordinator, College of Arts & Sciences
 Email: alovotti@wne.edu Phone: (413) 782-1279

College of Business, Churchill Hall Second Floor - C214

collegeofbusinessoffice@wne.edu

Kara Kapinos, Assistant Dean for Undergraduate Studies, C218
 Email: kara.kapinos@wne.edu Phone: (413) 782-1231

Ginger Coffey, Academic Coordinator, College of Business
 Email: ginger.coffey@wne.edu Phone: (413) 782-1231

College of Engineering, Sleith Hall Room 101

Dr. Richard Grabiec, Assistant Dean College of Engineering
 Email: richard.grabiec@wne.edu Phone: (413) 782-1271

Mary Beth Garlick, Academic Coordinator, College of Engineering
 Email: marybeth.garlick@wne.edu Phone: (413) 796-2238