



# Saint Joseph's University

## Undergraduate Day Student Major Request Form

This form is to be used by SJU Day Students to **declare a major** or to **change their major**.

Date: \_\_\_\_\_ Current Term: \_\_\_\_\_ Class Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

**1. Completed by the Student**

I request a change in major from \_\_\_\_\_ to \_\_\_\_\_

If a GEP student, list the ILCs completed for your current major (enter N/A if none are completed):

<b>1.</b>	<b>2.</b>	<b>3.</b>
-----------	-----------	-----------

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Completed by your ADVISOR (if currently an undeclared major) or Current DEPARTMENT CHAIR (if currently in a declared major)**

Request has been discussed with the student and is  recommended  not recommended

Comments: \_\_\_\_\_

Signature of Advisor/Current Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Completed by the Prospective Department Chair**

Request has been discussed with the student and is  recommended  not recommended

Comments: \_\_\_\_\_

Curriculum Requirements for the major have been reviewed with the student

Name of the new **Major Advisor** who has been assigned: \_\_\_\_\_

For GEP students: If a student has completed the ILCs for the first major, s/he will not be required to complete ILC courses for the new major except in instances where the ILCs are considered essential to the new major and/or are pre-reqs for other courses. ILCs completed for the original major are noted above. If a student has additional ILCs to complete for the new major, please list them below:

<b>1.</b>	<b>2.</b>	<b>3.</b>
-----------	-----------	-----------

Signature of Prospective Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Approval from the College in which the student will major**

\* Students declaring a major in the **CAS** may drop off this form in the **CAS Advising Support Center (BL 122)**

\* Students declaring a major in the **HSB** may drop off this form in the **William F. Leahy Advising Center (MV 289)**

Request has been  approved  not approved

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Effective Date of Change: \_\_\_\_\_

**For Office use only:**

**Advisor information updated in Banner?** Effective date entered: \_\_\_\_\_

**The original completed form is returned to Hawk Central (BL 121). Please keep a copy for your records**