



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):

1.	2.	3.
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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:

1.	2.	3.
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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 117)**

* Students declaring a major in the **HSB** may drop off this form in the **William F. Leahy Advising Center (MV 150)**

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