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. __________________________________

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. __________________________________

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.