

Saint Joseph's University
Undergraduate Day Student Secondary Major Request Form

This form is to be used by SJU Day Students to **declare a secondary major**.

Date: _____ Current Term: _____ Class Year: _____

Student Name: _____ Student ID#: _____

College of the Primary Major: College of Arts & Sciences Haub School of Business

Primary Major: _____

1. Completed by the Student

I wish to pursue a second major in _____

Student Signature: _____ Date: _____

2. Completed by the Secondary Major Department Chair:

___ **1. Reviewed major requirements; completed worksheet on reverse**

___ **2. For students under the GEP curriculum:** Although ILCs are generally not required for secondary majors, in some cases, courses listed as ILCs for the secondary major are pre-requisites to required major courses and therefore must be taken. **List any secondary major ILCs courses which will be required for this student:**

1.	2.	3.
----	----	----

___ **3. Assigned secondary major advisor:** _____ *Please note, the secondary major advisor is for major advising only and will neither have signing authority nor distribute PINs.*

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

Signature of Secondary Department Chair: _____ Date: _____

3. Approval from the College in which the student is declaring a second major

- If secondary major is in CAS, students may drop off this form in the 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:

Secondary Advisor entered into Banner _____

Courses Required for Secondary Major: students should confirm that they have sufficient elective space for any secondary major course that does not fulfill another requirement.

Secondary Major Course	Fulfills Other GEP or Primary Major Requirement?
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	