

MAJOR CHANGE REQUEST FORM – UNDERGRADUATES ONLY

Louisiana Tech University—Form UR-004, Revised 06/17/14

Part 1: Instructions

1. Take this form to your current academic department, or to your Associate Dean for Undergraduate Studies, for signature. Be sure they fill out the “Current Major” column completely.
2. Then take this form to your new department. Be sure they fill out the “New Major” column completely.
3. Student athletes must obtain a special permission signature from the Assistant Athletics Director for Academics, located in the Thomas Assembly Center, Room 102.
4. Sign and date request.
5. Once the form is completed and signed, take it to the University Registrar’s Office (Keeny Hall, Room 207) for processing.

Part 2: Request Information (Please Print)

 (Last Name) (First Name) (Middle Name) (CWID Number)

	Current Major	New Major
College		
College		
Degree		
Major		
Minor (if required)		
Concentration (if applicable)		
Advisor		
Effective Quarter	 	

 Student’s Signature

 Date (MM/DD/YY)

 Current Dept. Head or Assoc. Dean’s Signature

 Date (MM/DD/YY)

 New Dept. Head or Advisor’s Signature

 Date (MM/DD/YY)

 STUDENT ATHLETES: Asst. Athletics Dir. For Academics

 Date (MM/DD/YY)

Part 3: Other Useful Information

1. By filling out this form and taking it to your current department, this notifies the department of your intent to change your major.
2. Your major will be changed in the Student Information System (SIS) within five working days. You can confirm the changes by logging on to your Student B.O.S.S. account and viewing the menu option, “Unofficial Transcript.”
3. Graduate Students seeking to change their admitted graduate program must apply to the Graduate School for admission to the new graduate program.