

MAJOR CHANGE REQUEST FORM-UNDERGRADUATES ONLY

Please complete the following information and obtain the appropriate signatures on this form to initiate a transfer of enrollment between programs offered at Southern University-Baton Rouge campus. Transfers will become effective at the beginning of the semester following the approved request. There is no guarantee that earned credit from one program will apply to another.

Note: If you have not been admitted, contact the Office of Admissions and Recruitment immediately, www.subr.edu/admissions

Please **READ** carefully. All steps **must** be completed in order for this form to be processed.

NOTE: Processing may take up to 5 business days after final submission to the Registrar's Office.

PLEASE PRINT

Student's Full Name: _____

SUBR Email: _____ Student ID #: _____

Student's Signature: _____ Date: _____

Step 1 – Student Instructions:

- Take this form to your current academic department (if you have not earned 36 hours please take form to CUSA), or to your Dean/Advisor, for signature. Be sure they fill out the "Current Major" column completely.
- Then take this form to your new department. Be sure they fill out the "New Major" column completely.
- Student athletes must obtain a special permission signature for the Director of Student-Athlete Academic Services, located in the F.G. Clark Activity Center, Room, A107.
- Sign and date request
- Once the form is completed and signed, take it to the University's Registrar's Office (T.H. Harris Hall, Room, 1014) for processing.

Step 2 – Request Information (Please Print):

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

Current Dean's or Advisor's Signature

Date (MM/DD/YY)

New Dean's or Advisor's Signature

Date (MM/DD/YY)

STUDENT ATHLETES: Dir. Of Student-Athlete Academic Services

Date (MM/DD/YY)

Part 3: Other Useful Information

- By filling out this form and taking it to your current department, this notifies the department of your intent to change your major.
- 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 Banner account and viewing the menu option, "Unofficial Transcript".
- Graduate Students seeking to change their admitted graduate program should contact the Graduate School for information.