



MIDDLE GEORGIA STATE UNIVERSITY REQUEST FOR CHANGE OF MAJOR

The first step in changing majors is to **meet with an academic advisor in the desired discipline** in order to determine the appropriateness of the major and your eligibility for the program of study. Please note:

- **Completing a Change of Major form does not guarantee acceptance into the program of study.**
- **Changing majors could delay graduation.** (Consult with academic advisor and review MyDegree's What - If)
- **Changing majors could affect your financial aid award.** (Consult with Office of Financial Aid)
- **Learning Support students may indicate an intended major but are not officially in an academic program until they have completed all LS requirements and met all requirements for acceptance into the program of study.**
- **Students changing majors from transient to degree-seeking status must contact the Office of Admission and submit all college transcripts and necessary documents.**
- **This form is not for adding a second major. Students wishing to add a second major should complete the Declaration of Second Major Degree form.**
- **Requests for change of major processed after the second week of classes in a semester will not become official until the following semester.**
- **Students currently enrolled in an Aviation certificate program can not use this form to change to a degree program. They must instead contact the Office of Admissions to be evaluated for admission to a degree program.**

Directions:

Fill in the fields below. Next, secure the signature of an advisor for *the new major*. The advisor for the new major will make a copy for your advising file. Advisors will need to be updated in Banner and signed off by the new department. Next forward the original copy to your current advisor. The current advisor will sign the form and send the original copy to registrar@mga.edu. **If printing the form, be sure the Current Major and New Major/Degree section is completed electronically prior to printing. All signature fields can be signed electronically by PDF electronic signature.**

Student Name

Student ID

Current Major

New Major/Degree (Choose One - Select Blank to Reset Degree Option):

Bachelor

Associate

Certificate

Please note the form will not be processed without all required signatures.

Student Signature

Date

New Advisor Signature

Date

New Advisors Updated in Banner

New department responsible for updating advisors.

Date

Current Advisor Signature

Date

Processed in Registrar's Office

Date