CHANGE OF MAJOR, DEGREE, OR SPECIALIZATION

INSTRUCTIONS:
1. **Student:** Fill out this form. Go to SU Online, print a "what if" program evaluation and bring it and this form with you to the new department. If a program evaluation is not yet available, bring an unofficial transcript.
2. **New Department:** Review student request, check approve or deny, sign this form and, if approved, write in departmental advisor name. Indicate any conditions of acceptance, degree variations, or specializations.
3. **Student:** Bring signed form to former department.
4. **Former Department:** Sign form and return to student. Send student’s advising file to the new department.
5. **Student:** Return completed and signed form to the Office of the Registrar in USVC 103.
6. **Office of the Registrar:** Process form and notify all parties of the action taken. If the advisor assigned by the new department is not yet in the system, assign the department chair as the default advisor.
7. **New Advisor:** Upon receiving notification of a new advisee, invite the student to meet to review and revise his/her educational plan. If the new advisor is not available, the department chair invites the student.

Student ID Number ________________ Phone Number (_______) ____________

Student Legal Name ______________________ SU E-mail ____________________@seattleu.edu

Last First Middle

Class Level (check one): □ FR □ SO □ JR □ SR □ Post-Bacc □ GR

Student Signature __________________________________________ Date ____________________

Change To: New Major, Program, Degree, Specialization, or Certificate

<table>
<thead>
<tr>
<th>PROGRAM CODE</th>
<th>NAME OF NEW ADVISOR (print clearly)</th>
<th>SIGNATURE OF CHAIR OR DESIGNEE</th>
<th>CHECK ONE</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td>□ APPROVE</td>
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<td>□ DENY</td>
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Degree Major First Last PRINT name:

New Chair/Designee initial here

For Graduate programs only: I verify that the student has met admission requirements for their new program and that the department has all supplemental materials/admitted paperwork in their advising folder.

Change From: Former Major, Program, Degree, Specialization, or Certificate

<table>
<thead>
<tr>
<th>PROGRAM CODE</th>
<th>NAME OF FORMER ADVISOR (print clearly)</th>
<th>SIGNATURE OF CHAIR OR DESIGNEE</th>
<th>DATE</th>
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Degree Major First Last PRINT name:

□ I am a participant in Intercollegiate Athletics (final signature) ____________________________ (ATHLETIC ADMINISTRATOR) ____________________________

REGISTRAR'S OFFICE USE ONLY
Processed by: ____________________________ Date: ____________________________