



OFFICE OF THE REGISTRAR
P.O. Box 9217
Gandy Hall
Virginia State University, Virginia 23806
804-524-5275

CHANGE OF MAJOR FORM

Students who plan to change or declare a major are required to submit a Change of Major form.

Students who plan to change to a major must complete a Change of Major form and file the petition with the appropriate departments and college offices for approval. The Change of Major form must be approved and signed by your current adviser and chairperson as well as the chairperson of the new department if applicable.

Declaring an Individual Major

Students who have not yet declared a major will put "Undeclared" in the "**FORMER MAJOR**" section and their chosen major will be placed in the "**NEW MAJOR**" section of the form. A signature will be required from the chairperson of the newly chosen major.

NOTE: Students who wish to declare a second major must complete the Double Major Request Form and submit it to the Office of the Registrar.

Students who wish to declare a Minor or Concentration must complete the Minor Request Form and submit it to the Office of the Registrar.



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OFFICE USE ONLY
Completed by: _____
Date Processed: _____

CHANGE OF MAJOR/CONCENTRATION FORM

SECTION I

NAME: _____ V NUMBER _____

EMAIL: _____

FORMER MAJOR

NEW MAJOR

MAJOR _____

MAJOR _____

COLLEGE OF _____

COLLEGE OF _____

CONCENTRATION _____
(If applicable)

CONCENTRATION _____
(If applicable)

Student Signature

Date

SECTION II

Approved by:

Advisor (PRINT)

SIGNATURE

Date

Chairperson of Department from which transfer is requested
(PRINT)

SIGNATURE

Date

Chairperson of Department to which transfer is requested
(PRINT)

SIGNATURE

Date

NOTE: CERTIFICATE OF ADMISSION AND STUDENT FOLDER SHOULD BE FORWARDED TO THE CHAIRPERSON OF THE DEPARTMENT TO WHICH TRANSFER IS MADE.