

CHANGE OF STATUS FORM

*** THIS FORM CAN ONLY BE USED TO REQUEST ONE CHANGE. PLEASE FILL OUT ADDITIONAL FORMS IF REQUESTING MULTIPLE CHANGES.**

STUDENT NAME (Please Print): _____

ID NUMBER: _____ STUDENT SIGNATURE: _____

COLLEGE: _____ MAJOR: _____ CONCENTRATION/SEQUENCE (If Applicable): _____

**1. CHANGE OF MAJOR:
INTENDED MAJOR/COLLEGE**

COLLEGE: _____

MAJOR: _____

Concentration/Sequence (If Applicable): _____

**2. SECOND MAJOR: ADD REMOVE
INTENDED MAJOR/COLLEGE**

COLLEGE: _____

MAJOR: _____

Concentration/Sequence (If Applicable): _____

3. CERTIFICATE: ADD REMOVE

COLLEGE: _____

CERTIFICATE: _____

4. MINOR: ADD REMOVE

COLLEGE: _____

MINOR: _____

----- **TO BE COMPLETED BY UNIVERSITY PERSONNEL** -----

CURRENT MAJOR ADVISOR'S SIGNATURE

Print Name

Signature

Date

DECISION

APPROVED: _____ **Effective Catalog/Year:** _____ DENIED: _____

EXPLANATION OF DENIAL _____

NEW/ADDITIONAL ADVISOR'S SIGNATURE

(Signature confirms evaluation completed; new advisor assigned only if transfer/addition is approved)

DIVISION/DEPARTMENT CHAIR'S SIGNATURE

Print Name

Print Name

Signature

Date

Signature

Date

Distribution: Office of the Registrar
Previous Advisor
New Advisor
Student

Revised 08/03/12

PLEASE SUBMIT COMPLETED FORM TO THE OFFICE OF THE REGISTRAR

CHANGE OF STATUS FORM

INSTRUCTIONS

1. Use this form only if you are a new, continuing or undeclared student? (If you are a non-degree seeking student, please contact the Admissions Office to apply to a program).
2. Use one copy of this form for each change that you wish to make.
3. Do not use this form for changing from an undergrad program to a grad program or from a grad program to an undergrad program.
4. You must meet the admission requirements for the intended major/minor/certificate.
5. Meet with your current advisor and discuss your interest in pursuing a change of major, addition of a second major, adding a minor or adding a certificate program. To evaluate your eligibility, request that your transcripts on file from prior schools, in addition to your GSU academic to the Division/Department Office that oversees the intended major/minor/certificate.
6. The advisor for the major/minor/certificate must sign this form to indicate whether your request to add the major/minor/certificate is approved or denied.
7. The Division/Department Chair of the requested major/minor/certificate must also sign this form and submit it to the Registrar's Office.