

W UNIVERSITY of WASHINGTON | TACOMA

Request to Declare or Change a Major and Add or Drop a Minor

INSTRUCTIONS FOR THE STUDENT: Make sure you have completed any entrance requirements for the requested major or minor before submitting this form. The advisor from your current degree program must sign below. Take the completed form, along with any additional application material (e.g. personal statement), to the requested program (major) for review.

If you are requesting to add or drop a minor, return this form directly to the Office of the Registrar, MAT 253

NAME (Last, first, middle)		QUARTER	YEAR
STUDENT NUMBER		CURRENT MAJOR / PROGRAM	

Request to **DECLARE OR CHANGE** major

Change to:	Major (including concentration or option, if applicable)	<input type="checkbox"/> Declare major
		<input type="checkbox"/> Change major

Request to add a **DOUBLE MAJOR/DOUBLE DEGREE**

Refer to the UW Tacoma catalog for double major/double degree requirements. Consult with your program advisor for details.

Add:	Major (including concentration or option, if applicable)	<input type="checkbox"/> Double major
		<input type="checkbox"/> Double degree

NOTE: Contact the requested program (major) for more information on admission requirements and application deadlines. Admission to the major is subject to approval by the requested program. Once your application has been evaluated and an admission decision made, you will be notified by the program.

Student Signature: _____ Date: _____

Current Advisor Signature: _____ Date: _____

Subject to approval, the above changes will take effect: _____ Quarter _____ Year *(May not be retroactive)*

Request to **ADD OR DROP A MINOR**

Any undergraduate student with at least sophomore standing (45 credits completed) who is declared in a major may declare a minor.

Minor:		<input type="checkbox"/> Add minor
		<input type="checkbox"/> Drop minor

Student Signature: _____ Date: _____

Subject to approval, the above changes will take effect: _____ Quarter _____ Year *(May not be retroactive)*

INSTRUCTIONS FOR THE PROGRAM/MAJOR:

- Once a decision has been made, please complete the area below.
- If admitted, forward form (original) to the Office of the Registrar. NOTE: If the student has applied to more than one major, the student must first accept your offer of admission before forwarding the form to the Registrar.
- If denied or incomplete, notify the current program/department and refer the student back to the current advisor.

OFFICE USE ONLY

DECISION: Admit Offer Accepted Deny Incomplete Signature: _____ Date: _____