



# Change of Major Request Form

(For NCCU Graduate Students Only)

This form should only be completed by graduate students requesting to be change to a different graduate program

To be **completed by students** requesting major change. *Conditional Admits cannot request a major change until they are fully admitted to current degree program; otherwise, conditional admits must apply for admission to the program they would like to be changed to.* **Please verify your admission status, conditional or full, before initiating this form.**

Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

NCCU Email: \_\_\_\_\_

Current Phone/Cell: \_\_\_\_\_

(This will be used to notify student, once approved and processed)

Current Major/Degree Program: \_\_\_\_\_

**New Major/Degree Program:** \_\_\_\_\_

**(Program you are requesting to be changed to)**

**Why are you making this request?**

Your signature confirms that you understand the Department of the program you wish to be changed to **has to approve** your request and accept you into the program, and **reserves the right to deny** your request and require that you apply for admission to the program; that you give the School of Graduate Studies **permission to share** your original graduate admissions application, for your current program, its supporting documents, and your current NCCU transcript with the department of the new program you entered on this request; and that if approved, the School of Graduate Studies will share this information with the department of your current program at the time you submitted this request. **I understand I am only allowed one Change of Major Request and will not be allowed to switch back to the current program listed on this form.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*Student should not enter any text below this line.*

This section must be **completed by the Graduate Program Coordinator** of the new program:

_____	Has the admissions committee reviewed the student's graduate admission application packet submitted for the current major/degree program?
_____	Based on the review of the student's graduate admission application packet submitted for the current major/degree program, does the student meet the admission requirements for the Graduate Program?
_____	Does the admissions committee approve the student's request, or must the student apply for admission for the next admit term?
4	If you answered 'No' to question 2 and 'Approve' to question 3, why are you recommending approval of the request to be changed to _____ ? <small>Provide your justification in the space provided below. The justification should identify which admission criteria the student does not meet and when the student will meet the criteria. If the criteria is being waived, you must provide justification for the waiver.</small>
_____	_____
<b>Graduate Program Coordinator Signature</b>	<b>Date</b>

\_\_\_\_\_  
**Department Chair Signature - New Major Degree Program**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**College/School Dean Signature - New Major Degree Program**

\_\_\_\_\_  
**Date**

<b>For School of Graduate Studies (SGS) use only:</b>	
_____ Reviewed by Graduate Admissions	_____ Reviewed by SGS Enrolled Student Services
_____ SGS requested more information:	
_____	_____
<b>Dean Signature – School of Graduate Studies</b>	<b>Date</b>