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**REQUEST TO CHANGE UNDERGRADUATE MAJOR**

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- ▶ Use this form to request an undergraduate major change (do not use to change to/from Fast Track; instead, contact your Academic Advisor)
  - ▶ Review information about and course requirements for your intended new major on the [CPS website](#)
  - ▶ Consult with [your Academic Advisor](#) to ensure your intended new major will meet your goals and needs, and then complete this form
  - ▶ Submit to your Academic Advisor in the Office of Academic Advising and allow 2-4 weeks for typical processing
  - ▶ If approved, your major will be updated in myNEU, and a new manual degree audit will be emailed to your Husky email account
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**PART I: STUDENT INFORMATION**

Name (include maiden/alternate name, if applicable) \_\_\_\_\_

Student ID Number \_\_\_\_\_

Current Degree Program (Major) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Husky Email Address \_\_\_\_\_

**PART II: REQUEST INFORMATION**

Have you been awarded transfer credits?  Yes  No

When did you start taking courses at CPS? \_\_\_\_\_

Name of desired new major \_\_\_\_\_

Name of concentration/minor, if applicable to major \_\_\_\_\_

1. Why has your current major not been meeting your personal or career needs?

2. How will the new major allow you to better accomplish your goals and satisfy your interests?

- I have spoken with my Academic Advisor about this request, and I have reviewed the new major requirements. I know I am responsible for satisfying them in order to be eligible for degree completion.
- I have already taken coursework related to my new major, so as to be sure it is a good match for my goals.
- I understand that changing to a new major may impact my financial aid and/or extend my degree completion time.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_