

CHANGE OF MAJOR &/OR ADDING/DROPPING A SECOND MAJOR

All students must complete one semester of full-time coursework at Mansfield University to be considered for a change of major.

_____	_____	_____	_____	_____
Last Name	First Name	M.I.	Student ID Number	Date
_____			_____	
Local Address			Local Telephone Number	
_____			_____	_____
Class Standing (FR, SO, JR, SR, GR)			Credits Earned	Cumulative QPA

Student Signature				

REQUESTING CHANGE OF MAJOR

Department chairperson: Your signature on this form verifies this student has met all the requirements, including the minimum GPA, to enroll in the designated major.

Major TO which student is transferring _____
Department chairperson's approval _____
Date _____

Major FROM which student is transferring _____

ADDING / DROPPING A SECOND MAJOR OR DUAL DEGREE

Primary Major: _____ Second Major: _____

Department chairperson approval (for adding major only) _____ Date

Reason for change: _____

1. Return completed form (including chairperson signatures) to the Registrar's Office, 224 South Hall.
2. Students are encouraged to have forms completed within three weeks of the start of the semester in order to promote sound academic advising.
3. The Registrar's Office will e-mail the student when the change has been completed.

Dual Degrees

Students may complete two baccalaureate degrees simultaneously. The student must complete all program requirements for both degrees.

Dual/Multiple Majors

Students may complete multiple majors within the same degree; that is, a second B.A. major may be added to a B.A. degree, a B.S. to a B.S., etc. The first major selected is considered primary. The one exception to this is the Liberal Studies major. A student may not declare Liberal Studies as a second major.

Academic Major/Minor Requirements

The requirements for each student's major or minor programs of study appear on the Degree Audit, which is maintained by the Registrar's Office and is available online. Each student must complete the major or minor requirements that exist at the time he or she is admitted to the university. Should major or minor requirements change, the change affects only new students and currently enrolled students who may choose to satisfy the new program requirements. Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission.

Undeclared/Academic Exploration Program Majors

Entering students who are not ready to choose a major may be accepted as "undeclared" and enrolled in the Academic Exploration Program. Advisors assist students in choosing courses to fulfill General Education requirements and advise them regarding taking introductory courses as a pathway toward selecting a suitable major. Undeclared students should choose a major after the second semester of their first year. All students must declare a major by the time they have earned 64 credit hours.