

UNIVERSITY OF ALASKA ANCHORAGE

OFFICE OF ENROLLMENT SERVICES

P.O. BOX 141629 • ANCHORAGE, ALASKA 99514-1629 • (907)786-1480

GRADUATE CHANGE OF MAJOR OR EMPHASIS AREA

For official use only

Graduate students who wish to change majors or emphasis areas **within the same degree type and within the same school or college** may complete this form (i.e. MS in Arctic Engineering to MS in Engineering Management). Students wishing to change their graduate program to another degree type or to a program outside their school or college must formally apply for admission to the new program through Enrollment Services and the appropriate graduate department. Students who change major or emphasis areas after being advanced to candidacy must submit a revised Official Graduate Studies Plan to Enrollment services through their advisor/committee.

INSTRUCTIONS:

1. Complete any entrance requirements for the new major or emphasis area
2. Complete part 1 of this form.
3. Pick up an advising file from your former department and have them sign Part 2 of this form as a release.
4. Take this form and your advising file to your new department for their review and signature.
5. If required, submit a revised approved Official Graduate Studies Plan to Enrollment Services.

Part 1 – To be completed by student

Name _____ Social Security Number _____
Address _____ Phone _____
Street
Address _____
City State Zip
Please change my graduate major or emphasis area:
From: _____ To: _____
Current Degree/Major or Emphasis Area New Degree/Major or Emphasis Area
Student Signature _____ Date _____

Part 2 – Release from former major

College or School _____ Major or Emphasis Area _____
Department Authorized Signature _____ Date _____

Instructions to Graduate Departments:

If change is not approved, return advising file to former department. If change is approved, forward this form with all necessary signatures to Enrollment Services.

Part 3 – Acceptance to the new major

Major or Emphasis Area _____ Degree _____
College or School _____ Choose one: Approved Denied Provisionally Approved
Provisions: 1 _____ Deadline _____
2 _____ Deadline _____
3 _____ Deadline _____
Department Authorized Signature _____ Date _____

Part 4 – To be completed by Admissions office

New Program
School _____ Degree _____ Major _____ Emphasis Area _____
Catalog Year _____ Effective Semester _____
Coded by _____ Date _____