

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • PO Box 141629 • Anchorage, AK 99514-1629
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For Official Use Only

GRADUATE CHANGE OF MAJOR OR EMPHASIS AREA

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 Management 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 Management through their advisor/committee.

INSTRUCTIONS TO THE STUDENT:

1. Complete any entrance requirements for the new major or emphasis area.
2. Complete Part 1 of this form.
3. Take this form and your advising file to your new department for their review and signature.
4. If required, submit a revised approved Official Graduate Studies Plan to Enrollment Management.

PART 1 – To be completed by the student

Name _____ UA Student ID _____
Last First MI

UA Student Email _____@uaa.alaska.edu Phone _____

Please change my graduate major or emphasis area:

From _____ To _____
(Current Degree/Major or Emphasis Area) (New Degree/Major or Emphasis Area)

(Student's Signature)

(Date)

INSTRUCTIONS TO GRADUATE DEPARTMENTS:

If change is approved, forward this form with all necessary signatures to Enrollment Management.

PART 2 – Acceptance to the new major

Major or Emphasis Area _____ Degree _____

College or School _____

Choose one: Approved Not Approved

Comments: _____

(Dept. Authorized Signature)

(Date)