

# UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • 3211 Providence Drive Anchorage, AK 99508 • (907) 786-1480

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 Biological Sciences to MS in Clinical Psychology). 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 their major or emphasis area after being advanced to candidacy must submit a revised Official Graduate Studies Plan in DegreeWorks in consultation with 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 to your new department for their review and signature.
4. If required, submit a revised Official Graduate Studies Plan in DegreeWorks.

### PART 1 – To be completed by the student

Name \_\_\_\_\_ UA Student ID \_\_\_\_\_

Email \_\_\_\_\_ 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 Services or email it to [uaa.degrees@alaska.edu](mailto:uaa.degrees@alaska.edu).

### 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)