

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • uaa.degrees@alaska.edu • (907) 786-1480 Option #5

For Official Use Only

UNDERGRADUATE CHANGE OF MAJOR OR DEGREE

This form may only be used by students who have been formally admitted as degree-seeking status. Requests for changes at same degree level will be processed with departmental approval. Students wishing to change to a lower degree (i.e. Baccalaureate to Associate) may use this form. Students wishing to change from an Associate to Baccalaureate program must apply for admission to the new level, even if previously admitted. Be aware that degree level changes may impact financial aid. Visit General Undergraduate Admission Information section of the UAA Catalog for more information.

NOTE: Each student's catalog year is established when the student is formally admitted as a certificate or degree-seeking student. Changing or adding a major does not change the catalog year.

INSTRUCTIONS TO THE STUDENT:

1. You must meet with an advisor from the new department to change your major, change your degree program at the same level or a lower level, or to add a second major. Part II must be completed by the new department to process your request.
2. To drop a major or a degree program, complete part I only, and submit the form to uaa.degrees@alaska.edu.

Part I To be completed by the student

Name _____ UA Student ID _____
Last First MI

UA Student Email _____ Phone _____

This request is to: **Change Major/Degree: (including going from pre-major to full-major status)**

From: _____ To: _____

Declare a concentration:

Add Second Major: (double majors must have the same degree, i.e. BA History/English)

Drop this Major (Part II of this form not required):

STUDENT SIGNATURE

Date _____

By signing this form, students receiving VA benefits do hereby authorize UAA to notify the Regional Office of Veterans Affairs of this change.

Part II To be completed by new department

Degree _____ **If adding a second major: (Degree must be the same)**

Primary Major _____ Secondary Major _____

College or School _____ College or School _____

Approved Pre-Major Approved Pre-Major
Not Approved Full Major Not Approved Full Major

Advisor Assigned: _____ Advisor Assigned: _____

(Dept. Authorized Signature)

(Date)

(Dept. Authorized Signature)

(Date)