

# 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: Students who change their major or degree, or add a second major, must satisfy the catalog requirements for the new major or degree at the time of the change, unless going from pre-major to full major. Same level change of Majors/Degrees take effect during the semester in which they were submitted. Changes to a lower degree take effect in the semester following submission.**

### 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 \_\_\_\_\_  
Last First MI UA Student ID \_\_\_\_\_

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)