

## Change of Major/Add Concentration Request Form

(For NCCU Graduate Students Only)

To be **completed by students** requesting a major change w/concentration or major change only to a different program in a different department, or to only add a concentration for current program. *Conditional Admits cannot request to be changed to a different major/degree program. Conditional admits must apply for admission if the major/degree program interest is different from current major/degree program.*

**Verify your admission status before initiating this form -conditional or unconditional.**

**Check one.** I am requesting:      **major change w/concentration**      **major change only**      **add concentration only**

Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

NCCU Email: \_\_\_\_\_

Current Phone/Cell: \_\_\_\_\_

(This will be used to notify student, once approved and processed)

**Current Major/Degree Program:** \_\_\_\_\_

**New Major/Degree Program:** \_\_\_\_\_

**(Program you are requesting to be changed to)** \_\_\_\_\_

**Add/change concentration for current program**

Select concentration for new program \_\_\_\_\_

**Current Admit Status:**    **Conditional**

**Unconditional**

**Why are you making this request?**

Your signature confirms that you understand the Department of the program you wish to be changed to **has to approve** your request and accept you into the program and **reserves the right to deny** your request and require that you apply for admission to the program; that you give the School of Graduate Studies **permission to share** your original graduate admissions application, for your current program, its supporting documents, and your current NCCU transcript with the department of the new program you entered on this request; and that if approved, the School of Graduate Studies will share this information with the department of your current program at the time your request is approved. **I understand I am only allowed one Change of Major Request and will not be allowed to switch back to the current program listed on this form.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

*Student should not enter any text below this line.*

This section must be **completed by the Graduate Program Coordinator**, of the new major/degree program. If request is for same program or to add a concentration, skip this section.

_____	Has the admissions committee reviewed the student's graduate admission application packet submitted for the current major/degree program?
_____	Based on the review of the student's graduate admission application packet submitted for the current major/degree program, does the student meet the admission requirements for the Graduate Program?
_____	Does the admissions committee approve the student's request, or must the student apply for admission for the next admit term?
4	If you answered 'No' to question 2 and 'Approve' to question 3, why are you recommending approval of the request to be changed to _____ ? <small>Provide your justification in the space provided below. The justification should identify which admission criteria the student does not meet and when the student will meet the criteria. If the criteria is being waived, you must provide justification for the waiver.</small>

\_\_\_\_\_  
Graduate Program Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature  
Required only if request if for change to a New Major/Degree Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coll./Sch. Dean or Assoc. Dean Signature  
Required only if request if for change to a New Major/Degree Program

\_\_\_\_\_  
Date

<b>For School of Graduate Studies (SGS) use only:</b>	
_____	Reviewed by SGS Graduate Admissions
Additional information requested by SGS: (Enter N/A if no additional information is required)	
_____	Reviewed by SGS Enrolled Student Services
_____	Dean Signature – School of Graduate Studies
_____	Date