



800 Georgia Southwestern State University Drive
Americus, GA 31709-4379

Request to Change Undergraduate Major/Minor

Major/Minor Change Process

1. Meet with the Department Chair or an advisor in the new major to complete this form.
2. Return completed form to the Administrative Assistant for the department of the new major.
3. The Administrative Assistant will process your request and notify you, your old and your new advisor of the change.
4. If you indicated below you receive Veteran Affairs Educational Benefits, the Administrative Assistant will forward a copy of this form to GSW's VA Certifying Official in the Registrar's Office.

GSW ID	First Name	Last Name
Email Address	Phone Number	

From: Current Major: _____

Current Minor or Certificate: _____

To: Major Requested: _____

Minor or Certificate Requested: _____

Double Major Requested: _____

Please indicate if you are receiving Veterans Affairs Educational Benefits Yes No

By signing this form I understand the following:

- This change is not official until I return this form to the department I am changing my major to.
- Major/advisor changes processed after the first four weeks of the term may not be reflected until the next semester/term.

Student's Signature: _____ Date: _____

Approval Signature for New Major: _____ Date: _____
Advisor/Dean/Chair of New Major

Approval Signature for Minor/Certificate: _____ Date: _____
Advisor/Dean/Chair of New Minor/Certificate

Departmental Use Only

Processing Date: _____ Initials: _____