

Undergraduate Change of Academic Record

Type or Print in Ink.

Student Name: _____ Student ID#: _____

Address: _____ Madonna Email Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

Freshmen (0-29) **Junior (60-89)** **Post Degree**
 Sophomore (30-59) **Senior (90 or more)** **Filed Application to Graduate**

NOTE: Any change(s) to your academic record may delay your graduation date. This request may be processed a maximum of once a term. Return this signed form to the Office of the Registrar.

A. UNDECLARED students, complete this section to declare the following:

Declaration of Major: _____ Circle one A.A./A.S./Minor/Cert: _____

Second Major: _____ Pre-Professional Program: _____

Signature of Advisor: _____ **Date:** _____

B. DECLARED students, changing/adding/dropping complete this section:

Change of Major – **From:** _____ **To:** _____

Add a Second Major: _____ **Add** (circle one A.A./A.S./Minor/Cert): _____

Drop Second Major: _____ **Drop**(circle one A.A./A.S./Minor/Cert): _____

Signature of Advisor in New Major: _____ **Date:** _____

C. TEACHER CERTIFICATION students complete this section, if you are **adding ()** or **dropping ()**:

Secondary () Elementary Curriculum Minor ()

Signature of Education Advisor: _____ **Date:** _____

D. DEGREE/CERTIFICATE CHANGE (e.g., A.A./A.S./B.A./B.S./BSN/BSW/BMUS etc.) students complete this section:

Change the Degree – **From:** _____ **To:** _____

Signature of Current Advisor: _____ **Date:** _____

E. If you are a Post Degree student wanting to register for courses not connected to a program at Madonna, check here ().

Student Signature: _____ **Date:** _____

You will receive written acknowledgement of these changes and your degree/certification requirements.

Return completed form to the Office of the Registrar.