

OAKLAND UNIVERSITY  
CHANGE OF MAJOR/MINOR REQUEST FORM

\_\_\_\_\_ Date received in  
New major office  
\_\_\_\_\_ Initials of recipient

To make changes to your major/minor or additional major:

1. Complete **Section I** below. (College guest, post-baccalaureate, and other special students may not declare a major or minor using this form.)
2. Submit the form to the advising office of your new major/minor for processing and approval.
3. \*The catalog you follow for graduation requirements cannot be more than six years old at the time of graduation.
4. \*\*NCAA Student Athletes are required to meet with an Athletic Adviser to change any major.

The advising office for your **new major/minor** will forward your request to the office of the Registrar for coding. If applicable, they will request a revised transfer credit evaluation of your transfer transcripts from Academic Records. **If SAIL does not reflect the change by the start of your next semester, contact your new advising office.**

**SECTION I** (To be completed by student)

Name: \_\_\_\_\_ Student Number G00 \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First Middle Initial*

Address: \_\_\_\_\_  
*Number Street City State Zip*

Contact Telephone: \_\_\_\_\_ OU Email Address: \_\_\_\_\_ @oakland.edu

Year of entry to OU: \_\_\_\_\_ Semester of 1<sup>st</sup> class attended at OU: (Circle one) Fall Winter Summer

Have you already earned a bachelor degree?  Yes  No If so, from what university? \_\_\_\_\_

NCAA Student Athlete  Yes  No If so, which Sport: \_\_\_\_\_

Have you transferred credits to OU  Yes  No Are you a Readmit student?  Yes  No Readmit semester: \_\_\_\_\_  
(Have you had to reapply for admission to OU?)

Current Major(s): \_\_\_\_\_ Current Minor(s): \_\_\_\_\_  
(If any)

**REQUESTED CHANGES TO MAJOR(S) and/or MINOR(S)**

If changing major entirely, please indicate new major as primary. If adding a second major, please indicate which one is Primary and which one is Secondary. If adding a concentration, be sure to review your major to verify a concentration exists.

Add/Drop (Circle one): \_\_\_\_\_ Major/Minor (Circle one) Primary/Secondary (Circle one)

Add/Drop (Circle one): \_\_\_\_\_ Concentration (if applicable)

Add/Drop (Circle one): \_\_\_\_\_ Major/Minor (Circle one) Primary/Secondary (Circle one)

Add/Drop (Circle one): \_\_\_\_\_ Concentration (if applicable)

Add/Drop (Circle one): \_\_\_\_\_ Major/Minor (Circle one) Primary/Secondary (Circle one)

Add/Drop (Circle one): \_\_\_\_\_ Concentration (if applicable)

Add/Drop (Circle one): \_\_\_\_\_ Major/Minor (Circle one) Primary/Secondary (Circle one)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION II** (To be completed by new major/minor department)

APPROVED  DENIED MACRAO:  YES  NO

New Major(s) \_\_\_\_\_ New Minor(s) \_\_\_\_\_

Reason \_\_\_\_\_ (if denied)

Effective Term \_\_\_\_\_ Student Athlete:  YES  NO

College Requirement Followed:  Distribution  Exploratory

Transfer Credit Evaluation needs to be sent to new academic unit?  YES  NO

\*\*Signature of Athletic Adviser (NCAA athletes only) \_\_\_\_\_ Date \_\_\_\_\_

Signature of authorized dept/school adviser \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ \*Year of earliest Catalog student may follow

Date Coded: \_\_\_\_\_ Initials: \_\_\_\_\_  
Curriculum Code \_\_\_\_\_  Add  Remove  
Curriculum Code \_\_\_\_\_  Add  Remove  
Curriculum Code \_\_\_\_\_  Add  Remove  
Curriculum Code \_\_\_\_\_  Add  Remove