SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA

Excellence • Integrity • Accountability • Service • Diversity

Records and Registration

Petition to Change Major

Students who complete and submit this form for processing are requesting to change their currently declared major and/or type of program (i.e., degree/certificate). The student must complete the information as requested below and submit the completed form to the Registrar's Office.

A student may change a major once prior to the first day of classes for the current term. Any changes made after the first class day (limited to two requests each semester) will be effective the following term unless an administrative change is required.

☐ **Check this box if the student is under the advisement of the Center for Student Success (0-15 earned college credit hours).**

Name: _____ **SUSLA ID#** _____

Address: _____

Street Address *City* *ST* *Zip*

Classification: ☐ Freshman **SUSLA Skymail (Email):** _____ **@skymail.susla.edu**

☐ Special ☐ Sophomore **Anticipated Graduation Date:** _____

Are you currently seeking a degree or certificate from SUSLA? ☐ **Yes** ☐ **No**

Are you: *(check all that apply and secure the appropriate signatures)*

☐ **receiving federal financial aid?**	_____ Financial Aid Advisor's Signature
☐ **an International student?**	_____ International Admissions Advisor's Signature
☐ **receiving Veterans' benefits?**	_____ VA Certifying Official's Signature
☐ **a student athlete?**	_____ Athletic Director's Signature
☐ **a non-degree seeking student?**	_____ Admissions Staff Member's signature

CURRENT Major: Select One from the Dropdown Menu Below	**NEW Major:** Select One from the Dropdown Menu Below
Academic Advisor:	**Academic Advisor:**
Advisor's Signature:	**Advisor's Signature:**
Division Dean's Signature:	**Division Dean's Signature:**

Effective Date: Year _____ **Semester** ☐ **Fall** ☐ **Spring** ☐ **Summer**

I, the undersigned, understand that:

- ✓ Changing my major will update my catalog of record, which may change the courses I am required to complete to meet the degree requirements of my new major and extend the time required to complete degree requirements.
- ✓ Changing my major may affect my Satisfactory Academic Progress (SAP) calculations, financial aid eligibility and veterans' benefits.
- ✓ Changing my major may result in non-transferability of credits not required in the new major (program of study).
- ✓ If you have questions about your financial aid eligibility, see a financial aid advisor in the Financial Aid Office in the Leonard C. Barnes Administration Building, Room A-53.

Student's Signature/Date: _____

DOB _____ **Phone: ( )** _____

Registrar's Office Use Only
Effective Term:
Date Processed:
Processed by:

3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107
www.susla.edu

Phone: (318) 670-9229
FAX: (318) 670-6344
registraroffice@susla.edu