



## Office of Enrollment Services Change of Major Form

### GENERAL INFORMATION

#### **THIS FORM IS FOR YOU IF YOU ARE:**

- An undergraduate student who is interested in changing your major.

#### **THIS FORM IS NOT FOR YOU IF YOU ARE:**

- A student who has been dismissed or suspended from the University. You must petition to re-enroll through the Academic Standing Committee by contacting the Dean of Students.
- A student who has been away from LTU for three or more years. You must reapply for admission through the Admissions Office.
- A graduate student interested in changing your major. You must reapply for admission through the Admissions Office.

### THE PROCESS

- Review this form carefully. Complete the form and meet with your current advisor for their endorsement and signature on the appropriate line.
- Submit this form to the Office of the Registrar.
- This form, along with your previous transcripts and current LTU transcript will be sent to the advisor/department chair of the requested major. An evaluation of your credentials and credit will be completed and a decision will be made.
- You will receive a letter of acceptance/denial, along with a new evaluation of your credit, if appropriate and a signature page if you request a GPA reset.
- The approval of the advisor/department chair of the requested major is required for this change to take effect. For those students electing the one-time GPA reset option, a returned copy of the signature page is required for this change to take effect.

### ACADEMIC INFORMATION

#### ***TRANSFER CREDIT FROM OTHER INSTITUTIONS***

If you have attended other institutions since your last enrollment at LTU or took courses prior to coming to LTU that you believe apply to your new major, you must submit official transcripts from each institution, if you have not already done so. The department chairperson or program director will review your records and determine your eligibility of transfer credit. Submission of transcripts does not guarantee transferability of coursework.

***NON-APPLICABLE COURSEWORK:*** It is likely that some courses previously completed or in progress when the change of major is made may not apply toward your new major. You should speak with your advisor prior to submitting this form if you are uncertain which courses will apply in your new curriculum.

***GPA RESET OPTION:*** Students who change their major to one that falls within an allowable major (see attachment), are eligible for a one-time option to reset their GPA to "0.00". Any previous coursework taken at LTU in which a grade of "C" or better was earned will be eligible for "transfer" to the new major, but all credit for courses with grades below the grade of "C" will be lost. **This option must be elected at the time the major is changed. It may not be elected at any other point in the future after the major is changed. Once elected, the decision may not be reversed at any point thereafter.**

### PERSONAL INFORMATION

Name \_\_\_\_\_ ID Number \_\_\_\_\_

Citizenship Information: Are you on a student VISA (F-1 VISA)?  YES  NO

**NOTE: International Students with an F-1 Visa must have a new I-20 issued for their new major. Please contact the Office of the Registrar.**

**REQUESTED CHANGE IN MAJOR**

Current Major \_\_\_\_\_

Requested New Major \_\_\_\_\_

**GPA RESET OPTION**

**You are eligible for a one-time 0.00 GPA reset provided that:**

- You are an undergraduate student;
- You are not requesting transfer into an LTU program that previously had been your major;
- You are requesting transfer into an LTU program that falls within the guidelines on the attachment;
- You have not already graduated nor completed the degree requirements of your current major;
- Your GPA has not been previously reset to zero (0.00);
- You have not previously waived your right to a 0.00 GPA reset;

Major combinations eligible for the one-time GPA reset are found on an attachment to this form. Please read these carefully to determine if you are eligible for the GPA reset option. Then make your decision and check one of the following boxes:

I **decline the one-time reset** of my grade point average to 0.00 and understand that I may not elect to reset my grade point average in the future.

I **elect the one-time reset** of my grade point average to 0.00 in changing my major at this time. By electing this option, I further understand the following:

- 1) I may elect this type of transfer only one time during my studies at LTU.
- 2) I may not return to my current major at any point in my studies at LTU.
- 3) This GPA reset is not reversible at any point in time.
- 4) All courses and grades earned prior to my transfer to the new major will remain on my academic record and will no longer be available for any transaction, including grade changes and recalculation.
- 5) Any future transactions I choose to make will not reset the grade point average. **From this point until the completion of my degree, my GPA will be cumulative and all courses taken in this current semester and future semesters will be included in my grade point average.**
- 6) Only courses in my previous program in which I received a grade of "C" or better can be used to satisfy degree requirements in my new program. **All courses in the old program with the grade of "C-" or lower will NOT apply to the new degree program.**

\_\_\_\_\_  
Student Signature - authorizes or declines the GPA reset to zero (0.00) Date

\_\_\_\_\_  
Student Signature – authorizes the change of major request Date

\_\_\_\_\_  
Current Advisor Endorsement and Signature Date

**Change of Major Decision:**                       **Approved**                                       **Denied**

\_\_\_\_\_  
Advisor of Requested Major Signature Date

\_\_\_\_\_  
Requested Department Chairperson/Program Director Approval Date

<b>OFFICE USE ONLY</b>	SENT TO DEPARTMENT:	DECISION FROM DEPARTMENT:	
LETTER SENT TO STUDENT:	ENTERED INTO SYSTEM:		

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## Office of Enrollment Services

### Allowable GPA reset options

**Students:** find your old major on this form. Then, if your new major is indicated in the new major category, this means you are eligible for the one-time grade point average reset to 0.00, as explained on the Change of Major form. Please read this form very carefully before electing or declining this decision.

Old Major	New Major
Architecture	Any undergraduate major in the Colleges of Arts & Sciences, Engineering or Management; Imaging and Facility Management
Biomedical Engineering	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management
Business Management	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Mathematics & Computer Science, Chemistry, Chemical Technology, Physics, Computer Science, Physics and Computer Science, Mathematics, Environmental Chemistry, Chemical Biology; <b>through May 2007 only these majors only</b> -Industrial Management; Technology Management; Information Technology
Chemical Biology	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Humanities, Technical and Professional Communication, Psychology, Business Management and Radio/TV Broadcasting
Chemical Technology	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Humanities, Technical and Professional Communication, Psychology, Business Management and Radio/TV Broadcasting
Chemistry	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Humanities, Technical and Professional Communication, Psychology, Business Management and Radio/TV Broadcasting
Civil Engineering	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management; Engineering Technology
Computer Engineering	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management; Engineering Technology
Computer Science	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Humanities, Technical and Professional Communication, Psychology, Business Management and Radio/TV Broadcasting
Construction Management	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management; Engineering Technology
Electrical Engineering	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management
Electronic Engineering Technology	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management
Engineering Technology	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management
Environmental Chemistry	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Humanities, Technical and Professional Communication, Psychology, Business Management and Radio/TV Broadcasting
Facility Management	Any undergraduate major in the Colleges of Arts & Sciences, Engineering or Management; Architecture, Imaging and Interior Architecture
Humanities	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Mathematics & Computer Science, Chemistry, Chemical Technology, Physics, Computer Science, Physics and Computer Science, Mathematics, Environmental Chemistry, Chemical Biology
Imaging	Any undergraduate major in the Colleges of Arts & Sciences, Engineering or Management; Architecture, Facility Management, Interior Architecture
Information Technology	Any undergraduate major in the Colleges of Architecture, Engineering or Management; <b>through May 2007 only these majors only</b> -Industrial Management; Technology Management; Business Management
Industrial Management	Any undergraduate major in the Colleges of Architecture, Engineering or Management; <b>through May 2007 only the following majors</b> -Technology Management; Information Technology; Business Management

Interior Architecture	Any undergraduate major in the Colleges of Arts & Sciences, Engineering or Management; Facility Management and Imaging
Manufacturing Engineering Technology	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management
Mathematics	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Humanities, Technical and Professional Communication, Psychology, Business Management and Radio/TV Broadcasting
Mathematics and Computer Science	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Humanities, Technical and Professional Communication, Psychology, Business Management and Radio/TV Broadcasting
Mechanical Engineering	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management; Engineering Technology
Mechanical Engineering Technology	Any undergraduate major in the Colleges of Arts & Sciences, Architecture or Management
Media Communication	Any undergraduate major in the Colleges of Management, Architecture or Engineering.
Physics	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Humanities, Technical and Professional Communication, Psychology, Business Management and Radio/TV Broadcasting
Physics and Computer Science	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Humanities, Technical and Professional Communication, Psychology, Business Management and Radio/TV Broadcasting
Psychology	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Mathematics & Computer Science, Chemistry, Chemical Technology, Physics, Computer Science, Physics and Computer Science, Mathematics, Environmental Chemistry, Chemical Biology
Radio/TV Broadcasting	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Mathematics & Computer Science, Chemistry, Chemical Technology, Physics, Computer Science, Physics and Computer Science, Mathematics, Environmental Chemistry, Chemical Biology
Technical and Professional Communication	Any undergraduate major in the Colleges of Management, Architecture or Engineering; Mathematics & Computer Science, Chemistry, Chemical Technology, Physics, Computer Science, Physics and Computer Science, Mathematics, Environmental Chemistry, Chemical Biology
Technology Management	Any undergraduate major in the Colleges of Architecture, Engineering or Management; <b>through May 2007 only these majors only</b> -Industrial Management; Information Technology; Business Management
Transportation Design	Any undergraduate major in the Colleges of Management, Engineering, or Arts and Sciences; or in the following majors: Architecture, Imaging, Interior Architecture.
Undeclared Majors	This is a determined on a case-by-case basis by the Dean of the College.