

**Request for an
Addition/Change of Major or Minor
Students with 90 or more units**

◆ Office of the Registrar ◆ One Washington Square ◆ San José, CA 95192-0009 ◆

Instructions

1. Please type directly into each field.
2. Provide all documentation and obtain all required signatures or your request will not be returned.
3. Submit a personal statement on how the change/ addition of major or minor will affect your graduation. You can attach your personal statement or write it on the back of this form.
4. Submit this form to window "R"(Registrar) in the Student Services Center (SSC) after obtaining all signatures.

IMPORTANT: Newly admitted students may not apply for a change of major until the first day of instruction.
The requirement term identifies the catalog year for your major requirements at San Jose State University.

SJSU ID _____ Last name _____ First _____ Middle _____

Contact Information: Phone# _____ E-mail Address _____

Current Major/Concentration: _____ Current Minor: _____

Type of Degree Requested e.g. BS, BA, BFA, please specify: _____

Proposed Graduation Term/ Year: _____

Have you applied for graduation? ____ Yes (or in progress) ____ No. If no, new major advisor's signature _____

Attach Required Documentation: _____ Printed name: _____

1. Major/ Minor form(s) for current major/ minor and requested major/minor
2. Personal Statement
3. Copy of unofficial transcript printed from MySJSU
4. Fill in the following information

_____ Earned Units (UE) from 2 year institution (If this number is 70 or above, please put 70)
 _____ Earned Units (UE) from 4 year institution (other than SJSU)
 _____ Earned Units (UE) from AP/IB scores, military credit, etc.
 _____ Earned Units (UE) at SJSU
 _____ TOTAL EARNED UNITS

For **approval** of your new or added Major/Minor, the following signature(s) is/ are required from your **new** Major/ Minor Department(s). This request is valid for one month after the date of the first signature.

1. Check box(es) that apply to you:

New Major & Requirement Term: _____ Major Advisor's or Chairperson's Printed Name/Signature/Date

Additional Major(Double Major) & Requirement Term: _____ Major Advisor's or Chairperson's Printed Name/Signature/Date

New Minor & Requirement Term: _____ Minor Advisor's or Chairperson's Printed Name/Signature/Date

Additional Minor(Double Minor) & Requirement Term: _____ Minor Advisor's or Chairperson's Printed Name/Signature/Date

2. _____ Department Chair/Director's Printed Name/Signature/Date
3. _____ College Associate Dean's Printed Name/Signature/Date or H&A students should get the signature of Director, H&A Student Success Center